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ANNUAL REPORTS

OF THE

WAR DEPARTMENT

FOR THE

FISCAL YEAR ENDED JUNE 30, 1900.

PART 11.

REPORT OF THE MILITARY GOVERNOR OF CUBA ON CIVIL AFFAIRS.

IN TWO VOLUMES.

VOL. I—IN FOUR PARTS.

Part 1.

WASHINGTON:
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1901.

ARRANGEMENT OF THE ANNUAL REPORTS OF THE WAR DEPARTMENT FOR THE YEAR ENDING JUNE 30, 1900.

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VOLUME II. Parts 1-8.—Report of the Chief of Engineers.

VOLUME III. Report of the Chief of Ordnance.

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LEONARD WOOD, MAJOR-GENERAL, U. S. V., MILITARY GOVERNOR OF CUBA.

CIVIL REPORT

OF

MAJ. GEN. LEONARD WOOD,

UNITED STATES VOLUNTEERS,

MILITARY GOVERNOR OF CUBA,

FOR THE PERIOD FROM DECEMBER 20, 1899, TO DECEMBER 31, 1900.

HEADQUARTERS MILITARY GOVERNOR,
ISLAND OF CUBA,
Habana, January 1, 1901.

SIR: I have the honor to submit the following civil report covering the period from December 20, 1899, to December 31, 1900. Embodied in this report will be found the reports of the civil secretaries of the government of the island, together with the reports of various civil and military officials.

In order that the conditions existing at the time of my appointment as military governor of the island and the reasons for the subsequent changes may be clearly understood, the following general preliminary statement is submitted, which sets forth in general terms the conditions at the close of the year 1899.

The military government of Cuba, as constituted and operating December, 1899, consisted of a military governor, with authority sufficient to conduct the government of the island and to institute such changes in the existing law and procedure, both in the general law of the land and municipalities, as he deemed necessary for the conduct of a just and stable government, ample to maintain order and to give adequate protection to property and vested rights, and to secure to the inhabitants of the island the greatest degree of liberty consistent with existing conditions.

The following order of the President sets forth fully the powers and scope of authority with which he vested the military governor of the island:

GENERAL ORDERS, No. 101.

WAR DEPARTMENT,
ADJUTANT-GENERAL'S OFFICE,
Washington, July 18, 1898.

The following, received from the President of the United States, is published for the information and guidance of all concerned:

EXECUTIVE MANSION,
Washington, July 13, 1898.

SIR: The capitulation of the Spanish forces in Santiago de Cuba and in the eastern part of the province of Santiago, and the occupation of the territory by the forces of the United States, render it necessary to instruct the military commander of the United States as to the conduct which he is to observe during the military occupation.

The first effect of the military occupation of the enemy's territory is the severance of the former political relations of the inhabitants and the establishment of a new political power. Under this changed condition of things the inhabitants, so long as they perform their duties, are entitled to security in their persons and property and in all their private rights and relations. It is my desire that the inhabitants of Cuba should be acquainted with the purpose of the United States to discharge to the fullest extent its obligations in this regard. It will therefore be the duty of the commander of the army of occupation to announce and proclaim in the most public manner that we come not to make war upon the inhabitants of Cuba, nor upon any party or faction among them, but to protect them in their homes, in their employments, and in their personal and religious rights. All persons who, either by active aid or by honest submission, cooperate with the United States in its efforts to give effect to this beneficent purpose will receive the reward of its support and protection. Our occupation should be as free from severity as possible.

Though the powers of the military occupant are absolute and supreme and immediately operate upon the political condition of the inhabitants, the municipal laws of the conquered territory, such as affect private rights of person and property and provide for the punishment of crime, are considered as continuing in force, so far as they are compatible with the new order of things, until they are suspended or superseded by the occupying belligerent, and in practice they are not usually abrogated, but are allowed to remain in force and to be administered by the ordinary tribunals, substantially as they were before the occupation. This enlightened practice is, so far as possible, to be adhered to on the present occasion. The judges and the other officials connected with the administration of justice may, if they accept the supremacy of the United States, continue to administer the ordinary law of the land, as between man and man, under the supervision of the American commander in chief. The native constabulary will, so far as may be practicable, be preserved. The freedom of the people to pursue their accustomed occupations will be abridged only when it may be necessary to do so.

While the rule of conduct of the American commander in chief will be such as has just been defined, it will be his duty to adopt measures of a different kind, if, unfortunately, the course of the people should render such measures indispensable to the maintenance of law and order. He will then possess the power to replace or expel the native officials in part or altogether, to substitute new courts of his own constitution for those that now exist, or to create such new or supplementary tribunals as may be necessary. In the exercise of these high powers the commander must be guided by his judgment and his experience and a high sense of justice.

One of the most important and most practical problems with which it will be necessary to deal is that of the treatment of property and the collection and administration of the revenues. It is conceded that all public funds and securities belonging to the government of the country in its own right, and all arms and supplies and other movable property of such government, may be seized by the military occupant and converted to his own use. The real property of the state he may hold and administer, at the same time enjoying the revenues thereof, but he is not to destroy it save in the case of military necessity. All public means of transportation, such as telegraph lines, cables, railways, and boats belonging to the state, may be appropriated to his use, but unless in case of military necessity they are not to be destroyed. All churches and buildings devoted to religious worship and to the arts and sciences, and all schoolhouses are, so far as possible, to be protected, and all destruction or intentional defacement of such places, of historical monuments or archives, or of works of science or art is prohibited, save when required by urgent military necessity.

Private property, whether belonging to individuals or corporations, is to be respected, and can be confiscated only for cause. Means of transportation, such as telegraph lines and cables, railways and boats, may, although they belong to private individuals or corporations, be seized by the military occupant, but unless destroyed under military necessity are not to be retained.

While it is held to be the right of the conqueror to levy contributions upon the enemy in their seaports, towns, or provinces which may be in his military possession by conquest and to apply the proceeds to defray the expenses of the war, this right is to be exercised within such limitations that it may not savor of confiscation. As the result of military occupation the taxes and duties payable by the inhabitants to the former government become payable to the military occupant, unless he sees fit to substitute for them other rates or modes of contribution to the expenses of the government. The moneys so collected are to be used for the purpose of paying the expenses of government under the military occupation, such as the salaries of the judges and the police, and for the payment of the expenses of the Army.

Private property taken for the use of the Army is to be paid for, when possible, in cash at a fair valuation, and when payment in cash is not possible, receipts are to be given.

All ports and places in Cuba which may be in the actual possession of our land and naval forces will be opened to the commerce of all neutral nations, as well as our own, in articles not contraband of war, upon payment of the prescribed rates of duty which may be in force at the time of the importation.

WILLIAM McKINLEY.

The SECRETARY OF WAR.

By order of the Secretary of War:

H. C. CORBIN,
Adjutant-General.

The military governor had as civil assistants four secretaries, who formed a cabinet or council.

The secretary of state and government was charged with the general supervision of the provincial and municipal administrations, consisting of six civil governors, one for each of the six provinces of the island, and of one hundred and twenty-eight alcaldes and municipal councils presiding over the municipalities of the island. The secretary of state and government was also charged, under the direction of the military governor, with the supervision of such affairs and relations of a civil character as existed from time to time with other countries. The duties of the office were important and the amount of work large, calling for great care, diligence, and good judgment, especially under the conditions existing in Cuba.

The department of justice and public instruction was in charge of an official designated as the secretary of justice and public instruction, who was in charge of the administration of justice and responsible for the proper supervision of the same. He was required to look into the character and qualifications of applicants for appointment in the department, and to him were referred all appeals for pardon, reduction of sentences, charges against courts, judges, and various representatives of the law. He was also the actual head of the department of public instruction, including the University of Habana, the six provincial institutes (Institutos), and the public schools of the island.

Public works, agriculture, industry, and commerce were grouped and administered under the charge of an official known as the secretary of agriculture, commerce, industries, and public works. This department was charged with the conduct and supervision of all public works, construction and maintenance of light-houses, buoying of harbors, repair and construction of public buildings, examination of applications for authority to construct highways, private railroads, wharves, fishing weirs, care of forests, supervision of mines, mining titles and grants, establishing of agricultural stations, registration of patents and trade-marks, etc.

The department of hacienda or finance was under the control of the secretary of hacienda, who was charged with the collection of internal revenue, supervision of municipal finances, safeguarding and care of public buildings, enforcement of the tax laws, payment of the employees of the General Government in the various departments, and collection of rents for public lands and rented property of the government of all kinds, etc.

These four general departments of the government were each supplied with their own personnel, necessarily quite numerous, and had throughout the various provinces of the island their assistants and deputies, in charge of the local administration of affairs pertaining to the General Government. The salaries of the secretaries were $7,000 per annum and those of their assistants, or subsecretaries, $4,000.

The customs service, established first in the province of Santiago shortly after the conclusion of the active campaign in 1898, had during the year 1899, been organized in all ports of the island, under the very able and efficient administration of Col. Tasker H. Bliss. This service was practically under the charge of American officials, most of them officers in the Army, with civil assistants selected from the customs service of the United States, and many thoroughly efficient Cubans who had experience in the former customs service of the island. Colonel Bliss, in addition to being the head of the service of the island, was in direct personal charge of the custom-house at Habana.

The funds of the island, derived from customs, internal revenue, postal, and miscellaneous receipts, were deposited with the North American Trust Company, to the credit of the treasurer of the island, Maj. E. F. Ladd. Gen. Alexander Rodríguez, now mayor of Habana, was assistant treasurer.

The quarantine service had been organized by and was in charge of the Marine-Hospital Service of the United States. Officers of this service were stationed in the larger ports, while at many of the smaller ports Cuban physicians were employed. Dr. H. R. Carter was in general charge of the administration of this service throughout the island and in direct charge at Habana.

Postal service.—This department of the public service was in a general way under the control of the Postmaster-General, and almost wholly independent of the government of the island. The immediate head of the Post-Office Department was designated as the director-general of posts. This position was held by E. G. Rathbone, esq.

Telegraph and public telephone lines.—These were in charge of the Signal Corps of the Army, under the control of the chief signal officer of the division, Col. H. H. C. Dunwoody, having as assistants the officers of the Signal Corps stationed throughout the island. Extensive work had been already completed in this department, and a good telegraph service established between most of the important towns throughout the island.

Captains of ports.—Lieut. Commander Lucien Young, U. S. N., was captain of the port of Habana, and exercised general supervision over all the captains of ports of the island. At all ports except Habana the collectors of customs acted as captains of the port.

Police supervision of the rural districts was exercised by the rural guard of the various provinces. This guard was directly under the command of the various department commanders, but also acted at times under the instructions of the civil governors of the provinces. It was on the whole an excellent force of men, composed of former officers and men of the Cuban army, and was organized in each province of the island, excepting Matanzas, in which province the municipalities had their own mounted police in the rural districts. Officers and men of the rural guard were all carefully selected. They furnished their own horses, and in many instances their uniforms and equipments.

Charities and hospitals.—These institutions were mostly under the charge of the commanding generals of the different departments, each commander estimating for and looking after those of his own department. This was also true of prisons in all that pertained to their maintenance and sanitation. Sanitary work in all of the large cities, especially in garrisoned towns, was entirely under the military officers, and throughout the island it was under their general charge.

The auditor for the island was a civilian, Mr. W. P. Watson, and the system of accounting and auditing was similar to that of the United States Treasury Department.

The island was divided at the time into four military departments: Department of Santiago and Puerto Principe, including the provinces of the same names and comprising about 57 per cent of the whole island; the Department of Matanzas and Santa Clara, including these provinces; the Department of Habana and Pinar del Rio, including the province of Pinar del Rio and all of Habana Province, excepting the city of Habana, and the municipalities of Guanabacoa, Regla, and Santa Maria del Rosario. These municipalities were embraced in the Department of Habana. Each department was under the command of a general officer. These general officers were charged with the usual military control and administration of the forces under their command, under the rules and regulations of the Army governing in the United States. They were also in charge of public works to a certain extent, and, as above stated, had general supervision of charities, hospitals, jails, etc. They were also charged with a general supervision of the administration of the civil government.

The various department commanders obtained funds for public works, charities, etc., from the funds of the General Government, on estimates approved by the military governor.

Provincial civil administration.—The provincial civil administration was provided for in each province by a civil governor, appointed by the governor-general of the island. The civil governor was the head of the civil administration of the province and reported to the secretary of state and government. He was charged with the general supervision of municipal administration in his province, approved the municipal budgets, had control of public meetings, parades, etc., and also, under the then existing law, had general supervision of public order. In short, it was through these officials that the governor-general exercised civil control over the municipalities. Civil governors were also charged with the granting of mining and timber permits and had intervention in granting permits for public works of a general character. The municipalities were governed practically by the alcalde, or mayor, and a board of councilmen appointed by the governor-general, or by his authority.

The administration of justice in each province was vested in an audiencia, or superior court, sitting constantly in the capital of the province, and consisting of five or more judges, a fiscal, or prosecuting officer, and various subordinate court officials, secretaries, deputies, etc. Each province was divided into judicial districts presided over by judges of first instance and instruction, with jurisdiction to try certain civil cases and to inquire into and commit for trial either before the audiencia or municipal judge any criminal case. Alcaldes and civil governors could also impose fines and order arrests, under certain conditions. Each province also had its representatives of the departments of public works, agriculture, finance, and public instruction.

The gentlemen who occupied the positions of secretaries to my predecessor tendered their resignations, which were accepted.

These were the conditions existing at the time I was assigned as military governor of Cuba. The country was, generally speaking, tranquil. There were in certain sections small groups of bandits. General conditions were improving throughout the island. A large tobacco crop and a small sugar crop were in prospect.

A new school law, somewhat rudimentary in character, but believed sufficiently complete for immediate needs, had been published in order to permit the preliminary establishment of schools, the efficient operation of which would cost several hundred thousand dollars per month. The schools were practically without school furniture, and the amount of supplies and material was very small.

The crowded condition of the jails, filled with untried prisoners, indicated only too clearly an inefficient administration of justice. Generally speaking, jails and hospitals were all in need of refitting and repairs. In the department of public works a systematic and well-defined plan of operation was needed, in order that the main lines of communication might be opened with as little delay as possible. The immense amount of work called for in the important departments of justice and public instruction necessitated their separation. This was done and two distinct departments formed.

Señor Luis Estévez y Romero was appointed secretary of justice, an office which he accepted with the understanding that he should be permitted to retire in April or May, as it was impossible for him to longer continue in office on account of private matters of importance which required his presence abroad. Señor Juan Bautista Hernández Barreiro, professor of Roman law in the University of Habana, a gentleman of distinguished attainments, was appointed secretary of public instruction, and at once proceeded to arrange that department. Public works was also designated as a separate department and separated from agriculture, industry, and commerce. Señor José Ramón Villalón, a civil engineer of excellent ability, a graduate of Lehigh, was appointed chief of the department, with the official designation of secretary of public works. General Rius Rivera was placed at the head of the department of agriculture, commerce, and industries. Señor Enrique José Varona was appointed secretary of finance. Señor Diego Tamayo was appointed secretary of state and government. The salaries of the new secretaries were fixed at $6,000 per annum.

The light-house service was organized and placed under the charge of Señor Mario Menocal, a civil engineer of good standing, and the work of this important department at once taken up. Señor Menocal, however, was unable to continue in office on account of important private business, and was succeeded by his assistant, Señor E. J. Balbin.

STATE AND GOVERNMENT.

The department of state and government has been conducted, as have all the departments, under the general supervision of the military governor of the island, but under the direct supervision of the secretary of state and government, Señor Diego Tamayo, a gentleman of marked ability, formerly a member of the central committee of the autonomist party, later a conservative member of the revolutionary party. He was not an active participant in the field, but represented the government in various posts of responsibility at home and abroad. Señor Tamayo was formerly president of the Academy of Sciences. His services in this department have been efficiently and loyally rendered.

Under the secretary of state and government are the six civil governors of the different provinces of the island, and under them, and responsible to the secretary of state and government through them, are the various alcaldes of the 128 municipalities of the island.

The municipalities of the 4 western provinces are more numerous than necessary. Their excessive number adds greatly to the expense of the General Government, and is justified by no corresponding benefit to the general management and conduct of public affairs. In the two eastern provinces, Santiago and Puerto Principe, which include 57 per cent of the total area of the island, including the Isle of Pines, there are but 22 municipalities—17 in the province of Santiago and 5 in the province of Puerto Principe. The municipalities of these two provinces are equally efficient in protecting public interests and are much more economically administered than those of the provinces of the west, a great amount being saved in the monthly salaries of municipal officials of various classes.

The present division of these provinces into municipalities is the old one. In the 4 western provinces, however, a very different state of affairs exists. These provinces include within their limits 43 per cent of the total area of the island, and they are divided into 106 municipalities. A great many of these municipalities were created subsequent to the war of 1869–1878, and the purpose of their establishment was to form as many groups as possible representing the central government.

The present government of the island is gradually abolishing many of these small municipalities, the existence of which is not justified by any necessity and entails a great and unnecessary burden of taxation. It is believed that at least 40 of these small municipalities can be consolidated with other larger townships to great advantage. The alcaldes and officials, of course, always protest. It means the loss of the little mantle of authority with which they have been clothed and the small salaries which they have received. It is very important that this work should be accomplished under the military government, as later it will be difficult for the government which may succeed the present one to carry out radical measures of this character.

There has been another feature of municipal existence and municipal administration which had to be met rather vigorously, viz, the municipal police. All municipalities desire large police forces. I suppose that this desire for a large armed police force follows naturally the long occupation of the island by military garrisons, which were always more or less strong and much in evidence. Few policemen, however, are required in any Cuban town. During two and a half years in the island I have seen very few serious disturbances in the streets. The fact that the people are apprehensive has been recognized by the appointment of the municipal police throughout the island, a force which, with the sole exception of that of Habana, has been paid by the State. Recent orders call for a gradual reduction of State aid, which commences with 25 per cent reduction to the municipal police January 1, 1901, followed by a progressive reduction, terminating with the withdrawal of all assistance July 1, 1901.

Municipal sanitation in all towns not garrisoned is under direct charge of the municipalities. It was at first unimportant, but there are on every hand signs of a healthy spirit looking toward good sanitary work. Especially is this noticeable in those towns which were formerly garrisoned by our troops, and where extensive sanitary work in the way of street cleaning and cleaning out cesspools, etc., was maintained during the period of occupation by the garrisons. Since the withdrawal of the troops nearly all these towns have attempted to take up and maintain the former sanitary measures, and in many instances have appealed to the general government to assist them. This assistance has been given whenever it was believed that the municipality was absolutely unable to supply the necessary funds. It may be stated as a general proposition that one great effect of the military occupation has been a widespread and more or less sincere interest in sanitary work, an interest which I believe will continue and increase. I remember only too well the many and strenuous objections which the good people of Santiago and surrounding towns made to the drastic and radical sanitary measures of the Americans. These objections became less and less numerous, and long ago the burden of complaint against the hardship of the measures was changed to the regular filing of complaints by citizens of nuisances existing in the form of unsanitary places, and requests for vigorous intervention on the part of the sanitary department. The same is true all over the island.

Municipal officers before July 1, 1900, when those elected at the municipal elections of June 16, 1900, took charge, were all appointed by the governor-general of the island, either directly or upon the recommendation of his military and civil subordinates. As a class, these men were honest and well meaning, and a large proportion of them proved to be competent. They were much hampered in the performance of their official duties by the prevalence of old customs and ideas, which had resulted in an almost entire destruction of public spirit and interest in good government. For twenty-five years previous inattention to municipal duties and responsibilities had characterized nearly all the municipalities of Cuba. There had always been a tendency to an abnormally large personnel and entirely disproportionate outlay for official salaries in comparison with expenditures for public improvements. The military government has made every effort to select suitable men. The only men at that time, however, who were willing to accept office were, as a rule, men from the revolutionary army, many of whom, while efficient in the field, were not fitted or qualified for the discharge of civil duties or the upbuilding and reorganizing of the shattered municipalities over which they were selected to preside. In some instances the result of this lack of executive ability was painfully apparent, but many of the gentlemen appointed rendered valuable and important service in the reestablishment of the municipal and provincial governments. The civil governors were: Señor Demetrio Castillo, of Santiago, who had held the position of civil advisor to the military governor of the province since shortly after the surrender of Santiago; Señor Lope Recio, Puerto Príncipe; Señor José Miguel Gómez, Santa Clara; Señor Pedro González Betancourt, Matanzas; Señor Emilio Núñez, Habana, and Señor Guillermo Dolz, Pinar del Río. Of these gentlemen, three are American citizens, viz, Señores Castillo, Dolz, and Núñez. Five were general officers in the Cuban army and the sixth, Señor Dolz, was an officer in the medical department, United States Volunteers. These gentlemen were all thoroughly loyal to the interests of the island, and rendered important and valuable services during the period covering the reestablishment of civil government.

All municipalities were in debt and without revenue sufficient for their maintenance, necessitating monthly allotments from the revenues of the island. The amount of money received from the collection of taxes was insignificant. The salaries of municipal officials were about all that was paid from the municipal revenues, with perhaps partial payment of public lighting and some other minor sanitary expenses. The result was that the government paid in full from the revenues, principally customs, all the principal expenses of the different municipalities—public education, administration of justice, police, sanitation and sanitary works of any magnitude, jails, hospitals, and asylums.

Yet, after paying all these expenses, the government was called upon to pay at the close of the calendar year 1899 municipal deficits amounting to nearly $300,000, all of which had been incurred in the preceding six months. So discouraging and far-reaching had been the effects of the war that the municipalities were practically without revenues from proper municipal taxation. The policy had been for the state to assist them in every possible way until the harvesting of the first crop, and until affairs should be placed upon a somewhat stable and normal basis. The presence, however, of large municipal deficits, incurred after the state itself had paid all the principal cost of municipal maintenance, made it apparent that the municipalities were not attempting to collect their proper revenues, and a systematic series of investigations was undertaken, which confirmed this opinion. The result was that a general order was published to the effect that the state would not pay any municipal deficit incurred subsequent to December 31, 1899, but would continue to pay the expenses of the police, public instruction, justice, jails, asylums, charities, hospitals, sanitation, etc. It seems at first sight unnecessary for the state to have assumed practically all the burden properly belonging to the municipalities, but the object in so doing was to relieve to the greatest extent possible municipal taxation, in order that the entire energies of the country might be devoted to reconstructing the agricultural interests, upon which the island's prosperity depends.

After a time, however, it was found necessary to make the enforcement of the laws of municipal taxation a little more rigid and insist upon their operation being more fully carried out, and this has been gradually accomplished, and although the state still continues to pay all the expenses above referred to, the municipalities have been able to collect sufficient revenues to pay the expenses of their own salaried officials and to accomplish such public works as the restoration of municipal buildings, minor sanitary improvements, and in some instances to secure small amounts of furniture for the school buildings.

There has been as a rule little public spirit displayed by citizens of the different municipalities. By public spirit I do not mean to say that the officials and certain individuals have not interested themselves in obtaining appropriations of public funds for municipal works, but rather, that there have been very few instances of organization by the citizens for the purpose of local improvements. There is little doubt that with the development of this spirit throughout the island a very great benefit would result. In some few towns the people have offered to build schoolhouses, and the government has made an effort to encourage this feeling and promote it. The revenues of the state are not sufficient to conduct extensive and general public improvements, but united action on the part of the citizens of the various smaller towns will result in rapid advancement being made. With this end in view efforts are now being made to interest the various municipalities in the construction of schoolhouses, and I believe that in a few months it will be possible to arouse sufficient interest in this particular work to enable the state to establish its schools in buildings so constructed in many of the smaller towns of the interior.

The tendency in almost every municipality, with few exceptions, throughout the island has been to employ a personnel much greater than necessary to perform the proper work of the municipality. Hours of work are, as a rule, short. This comes largely from the old system of numerous officials and short hours; but in justice it must be said that the tendency has been to exceed even the old standards, and in Habana, where it is fair to expect the greatest percentage of educated and able officials, the municipal administration since July 1, 1900, has been one of the worst and most incompetent in the island, and constant restraint has had to be applied to prevent serious abuses. Maintenance by municipalities of municipal public roads, local municipal charities, municipal schools, etc., are all things of the future. Since the election of July 1, 1900, mayors have been given more authority and jurisdiction, and intervention of civil governors in municipal affairs has been very materially diminished. What is more needed than anything else for the proper performance of municipal affairs is the formation of a public spirit looking to the economical and efficient conduct of all municipal business. The people are unwilling to formally protest or submit charges of extravagance against their official representatives, the alcaldes and city councils. So far it has been difficult to apply uniform rules to all municipalities, as many of them have only partially recovered from the effects of the war. The general policy is to gradually help the municipality to assume its proper responsibilities and obligations and to gradually withdraw state aid.

The difficulties in the reorganization of municipalities have been very great. New assessments and tax lists had to be made, new school laws put in force, in many places new records begun, and all this work has had to be performed by men who in many instances were without previous experience in affairs of this kind. The patience and good nature of the people has tided them over many difficult and annoying situations.

The municipal officers elected at the elections in June, 1900, took office July 1, 1900. Since that time the general government has abstained as much as possible from intervening in strictly municipal affairs, except in the manner prescribed by the laws in force. Explicit instructions have been given and definite rules and regulations prepared, and the municipalities have been called upon to put them in operation and to be governed thereby. During the past few months of the present year a systematic inspection of the various municipalities has been instituted and every effort made to correct abuses or mistakes, and I believe that at the end of the present municipal year, July 1, 1901, we shall find the majority of the municipalities conducting their affairs in a more satisfactory manner than at present.

After the harvesting of the first large sugar crop since the war, which will be completed the coming spring, together with the gathering and sale of tobacco, coffee, cocoa, and other products of the island, it is believed that the municipalities will be able to assume a large proportion of the burden now borne by the state and that as a result of this increased municipal revenue the general revenues of the island will be available to a greater extent for public works of general utility, such as constructing roads, dredging harbors, etc.

PRISONS.

The most serious condition which presented itself for immediate action was that of the prisons. This was such as to demand a thorough and rigid investigation in order that existing abuses might be corrected and avoided in the future. In order to have this work systematically conducted, an inspector of prisons was appointed and directed to inspect all prisons and all prisoners at least three times per year, at as nearly equal intervals of time as possible. The following order was issued:

HEADQUARTERS DIVISION OF CUBA,
Habana, January 18, 1900.

The military governor of Cuba directs the publication of the following order:

I. Carlos García Vélez is hereby appointed general inspector of prisons for the island of Cuba.

II. The general inspector of prisons is authorized and directed to visit and inspect thoroughly every presidio and cárcel in the island of Cuba at least once in four months, at as nearly equal intervals as possible, and to personally see, examine, and inspect every person detained in each of the above institutions, examining, in each case, the records of the presidio or cárcel and reporting upon the sanitary condition thereof, food, clothing, and bedding, records and discipline of prison. In making the inspection, he will personally examine the record of every prisoner and detained person, ascertaining the date of expiration of sentence, and see that the records are well kept and complete in every particular and that each and every prisoner is properly informed of the date of the expiration of his sentence. In the examination of those awaiting trial, careful inquiry will be made in each instance to find whether the prisoner has had a preliminary hearing and whether or not this hearing was held within the time specified by law. If there has been delay, he will ascertain the cause and also whether the prisoners have been informed in regard to their right to bail and have had lawyers assigned to defend their cases. He will also report the length of time since arrest and since the preliminary hearing. If preliminary hearing or trial has been delayed, reason therefor must be set forth and responsibility fixed, and report made on the case. Blank forms will be furnished for the above reports, with full instructions printed on back of same.

III. The inspector's salary will be at the rate of $5,000[1] per annum. Actual transportation will be furnished and an allowance of $3.50 per day while traveling.

He will be allowed one stenographer, who will also be his secretary and clerk, receiving a salary of $115 per month, actual transportation and expenses at the rate of $2.50 per day while traveling.

IV. All military and civil as well as all prison officials in the island of Cuba will assist in every way the inspector of prisons in his examination and will furnish him free access to their records.

V. In cases wherein the inspector reports adversely upon the conduct or administration of a presidio or cárcel a copy of his report will be forwarded to the person or persons affected, who will be called upon for an explanation. If, after careful consideration, their explanation is found to be unsatisfactory they will be dismissed from the public service.

VI. The inspector of prisons will see that the prison regulations are strictly enforced and that they are posted in the cárcel or presidio in places where prisoners have access to them; also that complete lists of the inmates, showing the date of their arrest and of expiration of sentence, are posted in at least two places in each presidio or cárcel where the prisoners or detained persons may have access to them.

VII. The report of the inspector of prisons will be made to the secretary of justice for transmission to these headquarters.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

The purpose of this was to keep the prisons under rigid supervision, thereby preventing overcrowding and unjust and improper detention.

The administration and conduct of the prisons was one of the worst features of the former government of Cuba. When the United States assumed control of the island the prisons were found without proper sanitary arrangements, without proper appliances for cooking, lighting, or ventilation; in fact, they were simply medieval prison houses. There seemed to be no system looking toward the reformation of the inmates, the whole purpose being solely to punish, never to correct. Records were imperfectly kept. Prisoners awaiting trial in many cases had no idea of the charges under which they were held or date of their trial. They had no means of procuring witnesses, and often were held months awaiting trial and finally discharged for lack of evidence, their small plantations in the meantime having been ruined and their families scattered. In Habana I found conditions existing of such a character as to warrant prompt action in connection with the cárcel. The sanitation was bad, the prisoners were without sufficient hammocks or cots, and in many instances without blankets or other suitable bedding.

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[1] Reduced to $3,600.

The cooking arrangements were extremely bad.

So far as public interest went, there was absolutely none, in the institutions or in their proper conduct.

At the women's prison, Casa de Recogidas, the prison board informed me that they found the women without proper bedding, without cots, and without proper clothing. The same was true, to a large extent, of the San José Asylum for Boys.

Immediate steps were taken to install in the cárcel modern cooking arrangements, proper sanitation, sanitary closets, sewers, etc. A steam kitchen, steam laundry, and other additional sanitary improvements, such as were possible in an old and illy constructed building, were put in. Recogidas was also thoroughly overhauled, put in good repair, a kitchen put in, also modern plumbing, and the inmates were supplied with proper bedding and proper clothing and put to work. This prison is now a model of neatness, and the inmates are all well clothed, clean, and industrious.

San José Asylum was removed to Reina Battery and the boys placed under proper restraint and discipline. Since then they have all been moved to the country and put into new buildings constructed for a military post, and every effort is being made to render it a correctional institution as well as a place of restraint.

The prison system of the island consisted of the presidio, or penitentiary of Habana, provincial prisons at the capital of each province, and district prisons in each judicial district. The presidio at Habana (not the cárcel) is one of the few prisons in the island which has been efficiently conducted. The warden, General Montalvo, is a young man of energy, marked ability, and progressive ideas. He has maintained an excellent system of discipline, a clean prison, with records up to date, and has shown himself to be a man well fitted for the position. (General Montalvo was sent to the United States during the summer to personally visit and make a study of methods in vogue in our best prisons.)

For the purpose of conducting the presidio in accordance with modern ideas, a new set of rules and regulations, based largely upon those of Joliet and Leavenworth, were drawn up by General Montalvo and Lieut. M. E. Hanna, aide-de-camp. They have been in effect now for several months, with marked benefit.

The provincial or audiencia prisons, situated in Habana, Pinar del Rio, Matanzas, Santa Clara, Puerto Principe, and Santiago, are all comparatively large prisons. They were formerly conducted with little regard to system or method, the sole object being to retain the prisoners within the walls. Hardened criminals and boys awaiting trial were found in the same general prison rooms. Prisoners were allowed to have food sent in pretty much at will. Their prison rooms were filled with all sorts of articles, reading matter, mess outfits, and special articles of food. Convicts, if they had sufficient means, were allowed to have separate rooms, supplying themselves with whatever luxuries they could purchase. Bathing facilities and sanitary arrangements were of the crudest possible description, and in many places wanting.

General orders have been published requiring that prisoners detained and awaiting trial be kept in rooms apart from those sentenced and that boys, whether sentenced or awaiting trial, be separated from adult prisoners.

In these provincial prisons were found all classes of cases, men serving sentences of many years' duration, as well as men awaiting trial. Very few of the persons arrested and charged with crime were able to furnish bail, and many of them from remote points in the interior were unable to communicate with their witnesses. The judicial authorities were thoroughly inactive in procuring witnesses and bringing cases to trial. The result of all these conditions was that the jails were, as a rule, full. In the smaller district jails, remote from the capital, abuses of all sorts existed. There was little pretense at sanitation, and the conditions existing were in accordance with the section of country in which the prison was situated. If in a remote interior town, the prison was usually found to be without supplies; prisoners lived mostly upon food furnished by their friends; prison records were illy kept and the prisoners without knowledge of what was to be done in their cases or how to proceed and without lawyers assigned to defend them.

In order that the prisoners might be kept under as close supervision as possible, all prisoners serving sentence of more than six months were ordered removed from the district jails and transferred to the audiencia prisons at the capitals of the provinces, where they were under the immediate supervision of the provincial as well as the military authorities of the island.

During the year 1900 all the prisons have been thoroughly cleaned up, and nearly all have received general repairs, which in some places amount almost to reconstruction. Wherever possible, bathing facilities have been furnished and the condition of ventilation improved. Suitable bedding has been supplied. The result is that at the present time, while the condition of the prisons is far from satisfactory, yet I believe that there is no unnecessary suffering, little, if any, improper detention, and the condition of sanitary affairs good. Frequent inspection of the prisons and the investigation of prison records have had a double effect. They have demonstrated to the prisoners that their rights are being looked after, and they have shown the prison authorities that they are under close and constant observation. Complaints of prisoners are promptly investigated, both by civil and military officers, in addition to the regular inspections of the general inspector of prisons. Applications for pardon, reduction of sentence, etc., are submitted to the secretary of justice and tc Major Dudley, judge advocate of the division and member of a board for investigating requests of this character. The work of this board has been beneficial and has facilitated very much the administration of justice. The courts are gradually becoming more efficient, and trials are more prompt.

Funds for the maintenance of the prisons are furnished by the state on estimates regularly prepared and submitted to the local representative of the department of finance. Salaries are promptly paid, as well as expenses for supplies and material. In short, the prison department is rapidly becoming a well-organized and well-conducted branch of the government.

Cuba needs a modern prison for long-term prisoners. This should be situated in the country near Habana and should be constructed upon modern plans. The policy of the institution should be to recognize good conduct and to make every effort to render the system correctional as well as punitive. Lack of funds has up to the present prevented this enterprise being undertaken.

CORRECTIONAL SCHOOLS FOR BOYS AND GIRLS.

When we came to the island no institutions worthy of the name of correctional schools existed. There was only one so-called correctional establishment. This amounted to little more than an ill-kept, filthy institution, full of boys of all characters, some of them thoroughly vicious; others, boys who had fallen into bad habits simply through neglect or loss of parents, and boys confined without any obvious reason. The children made one of the saddest pictures which the island presented. They were living without proper surroundings and under conditions which induced abnormal habits and immorality. There was nothing whatever in it which was correctional. The influences were demoralizing and bad. It was situated in Habana and known as the San José Correctional School. The condition of these boys was such that they were transferred to Reina Battery (in January, 1900), and an effort was made to place them under better influences. The battery had been used as a barrack by our troops and furnished with some simple sanitary arrangements. There was plenty of light and air. The boys were retained here for several months, then transferred to Guanajay, where they are now established in an almost ideal location, under conditions favorable to correction and reformation. Guanajay is a new military post, on elevated ground. The buildings are new barrack buildings, of good type, well lighted and well ventilated, with modern sanitary arrangements and ample land for agricultural and other purposes. This institution was organized by Maj. E. St. John Greble and placed under the charge of Mr. Gregory, formerly of the Whittier Reform School in California. Mr. Gregory died of yellow fever shortly after coming to the island, but during the short time that he had the school in charge a great advance was made. At present the school is under the charge of Capt. Robert Crawford, a retired officer of the Navy, who has had extensive experience in work of this character. Industrial and mechanical training has been introduced and the boys grouped and separated in accordance with the purposes of the institution. The progress being made is very encouraging, and there is every reason to believe that at Guanajay we shall soon have a model correctional and reform school for boys, one where they will not only be under good influences, but where they will also acquire some useful trade and a fair elementary education.

Another institution for boys—an industrial school—is being built at Santiago de las Vegas. Land has been purchased, and the large Spanish barrack buildings in that town are gradually being converted into a model industrial and agricultural school. This work is extensive in character and will require an outlay of over $150,000, but when completed the island will be in possession of a first-class institution and one which will render valuable service.

REFORM OR CORRECTIONAL SCHOOL FOR GIRLS.

A school or institution of this character has been established at Aldecoa Hospital, near Habana. A large portion of the girls sent to this institution is from the lowest class in Habana—girls under 15 years of age, who have been gathered up from the streets and various disreputable establishments in the city. Once in the institution they are under the direct control of certain Sisters, whose sole object is to reform women and girls of this class. Good work is being done at this establishment, and its influence is extending.

An industrial school for girls, known as the Habana Industrial School for Girls, has been established in Habana. Here the course of instruction is thorough. There are day schools for all the inmates, kindergartens for the little ones, and manual training for all. Thorough instruction is given in calisthenics. The children are happy and contented. The buildings for this school were formerly Spanish cavalry barracks, and the conversion into school buildings was done by General Ludlow with the idea of establishing a manual training school for large girls and young women.

The four institutions above referred to are the only ones at the present time which are established as permanent governmental institutions. There are, however, many other schools or asylums for boys and girls scattered throughout the island. Some of them are private charities, others are State institutions, known as beneficencias, with special endowments, but at present all require assistance from the State. Some of them are conducted by civilians, and in others the personnel is divided between the civil and religious orders, but in all cases the establishments are under the control of civil superintendents or directors. These institutions are all of them to a certain extent educational, and all of them give a certain amount of manual training.

Charitable institutions.—Under the Spanish Government many liberal and wise provisions were made for the care of children and aged and infirm people. Almost every large town has its beneficencia, in which are always found children of both sexes and in many cases old people, cripples, etc. Nearly all these establishments were endowed by private individuals, and many of them have very large properties, but owing to the disastrous effects of the war and the suffering and confusion following it very few of them derive any income from their properties, and consequently all have required assistance from the State. These establishments were governed by juntas or committees appointed in accordance with the requirements of law and were under the charge of Sisters of various orders.

The purpose for which these institutions were founded was an excellent one, and the laws and regulations governing them were conceived and drawn up in a broad and liberal spirit, yet years of neglect and bad administration had destroyed in many instances all semblance of efficient administration. Their equipments were, generally speaking, insufficient, and in most instances worn-out and practically worthless. The supply of linen and clothing for the children was totally inadequate to the needs of the situation. The children in nearly all of these institutions were covered with vermin, and a close inspection of the establishments showed a woeful disregard of the ordinary rules of cleanliness. In no case was this more manifest than in the large beneficencia located in Habana. A great number of children had a contagious inflammation of the eyes. Their heads were in many instances lousy, and the dormitories were overrun with bedbugs. The bathing and other sanitary arrangements were only sufficient for a small portion of the children present. In passing through the various dormitories many of the beds were opened. The linen was found soiled with excretions, and in many cases the pillows were well stained with dried pus from affected eyes or ears. It was as dirty and unsanitary an institution for children as I have ever seen.

The present superintendent, Dr. Arístides Agramonte, had had charge for only two or three days and was in no way responsible for the shocking conditions existing. During the past year he has made great improvements in the institution. On the other hand, many of these institutions were maintained, everything considered, in a fairly satisfactory manner. None of them, however, were what they should have been or what we had a right to expect, even under the then existing conditions.

In all these institutions extensive sanitary reforms have been made during the year. They have been thoroughly cleaned up, and in some instances, as at Habana, the State has expended many thousands of dollars in modern cooking arrangements, sanitary appliances of all kinds, and improvements to the buildings and grounds. The same is true of Santiago, Cienfuegos, Matanzas, and elsewhere. These establishments are now all under the general department of charities and hospitals and governed in accordance with the laws of charities and hospitals recently published, as follows:

Headquarters Division of Cuba.
Habana, July 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following regulations for the department of charities of Cuba:

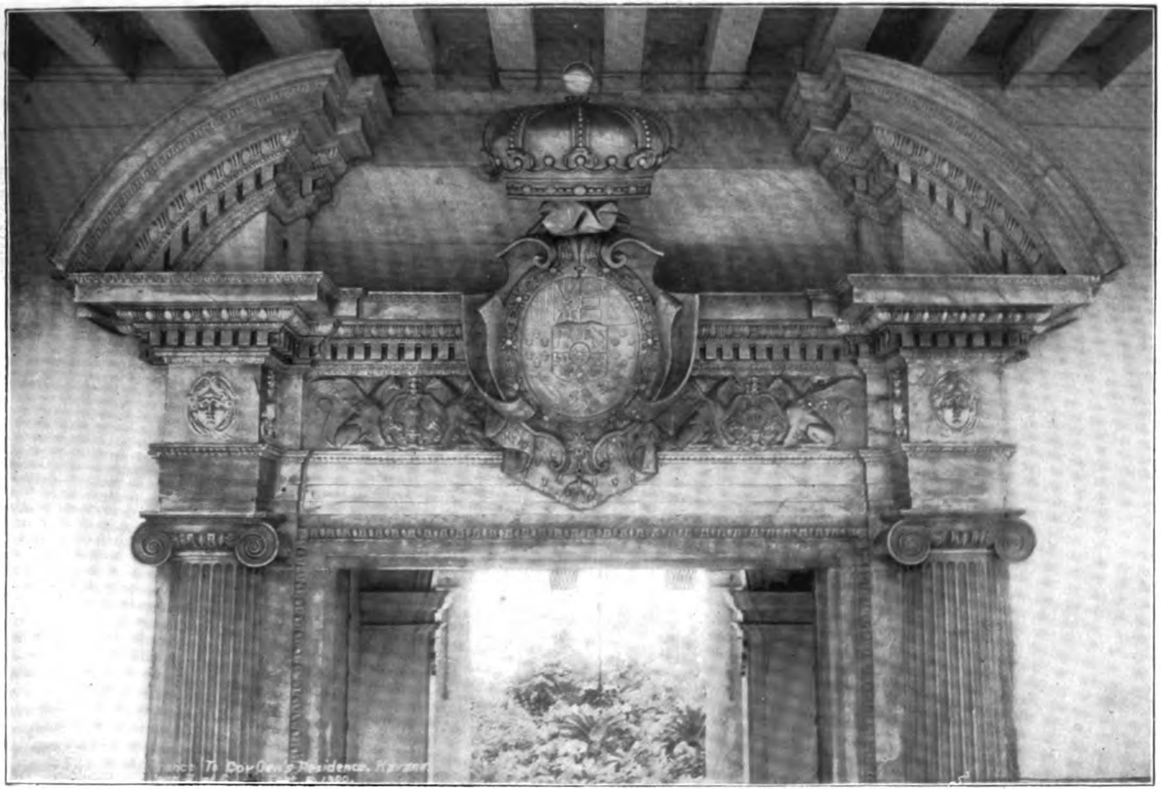
DEPARTMENT OF CHARITIES OF CUBA.

Article I.

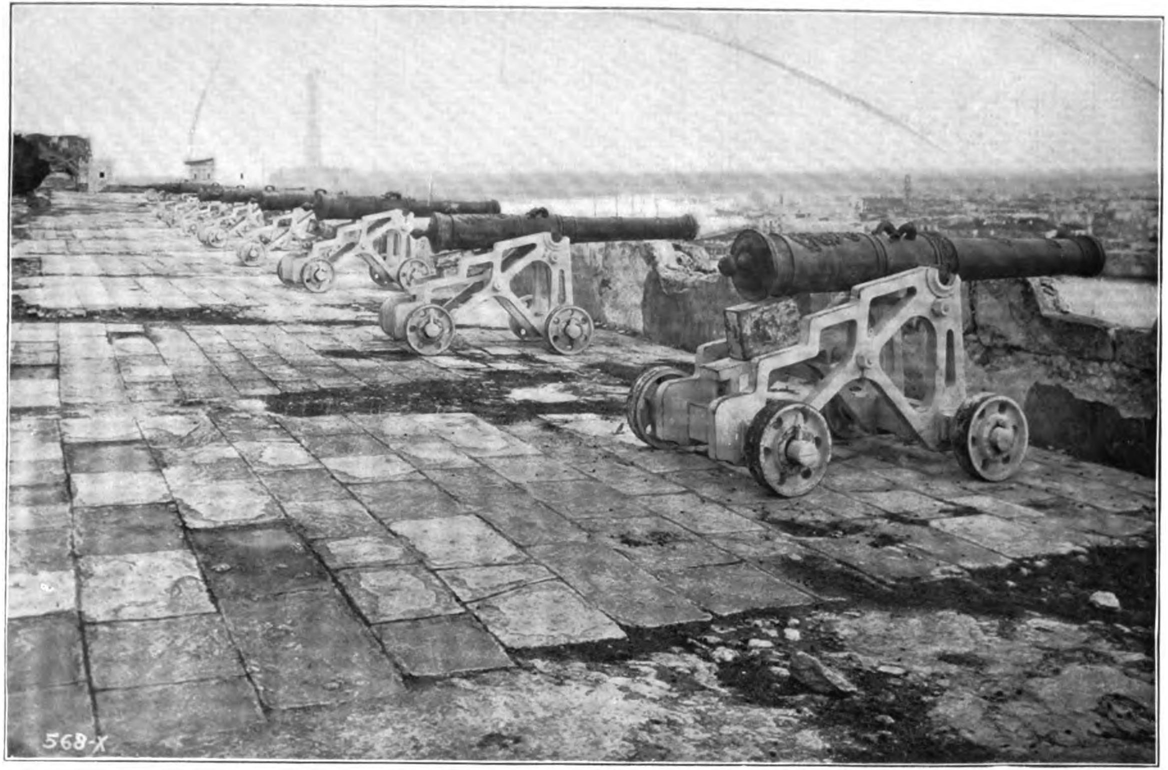
THE ORGANIZATION OF THE DEPARTMENT.

Section 1. There is hereby established a department of charities of Cuba, which shall be under the general supervision of the department of state and government. The term "department," when used hereafter in this decree, shall mean the department of charities.

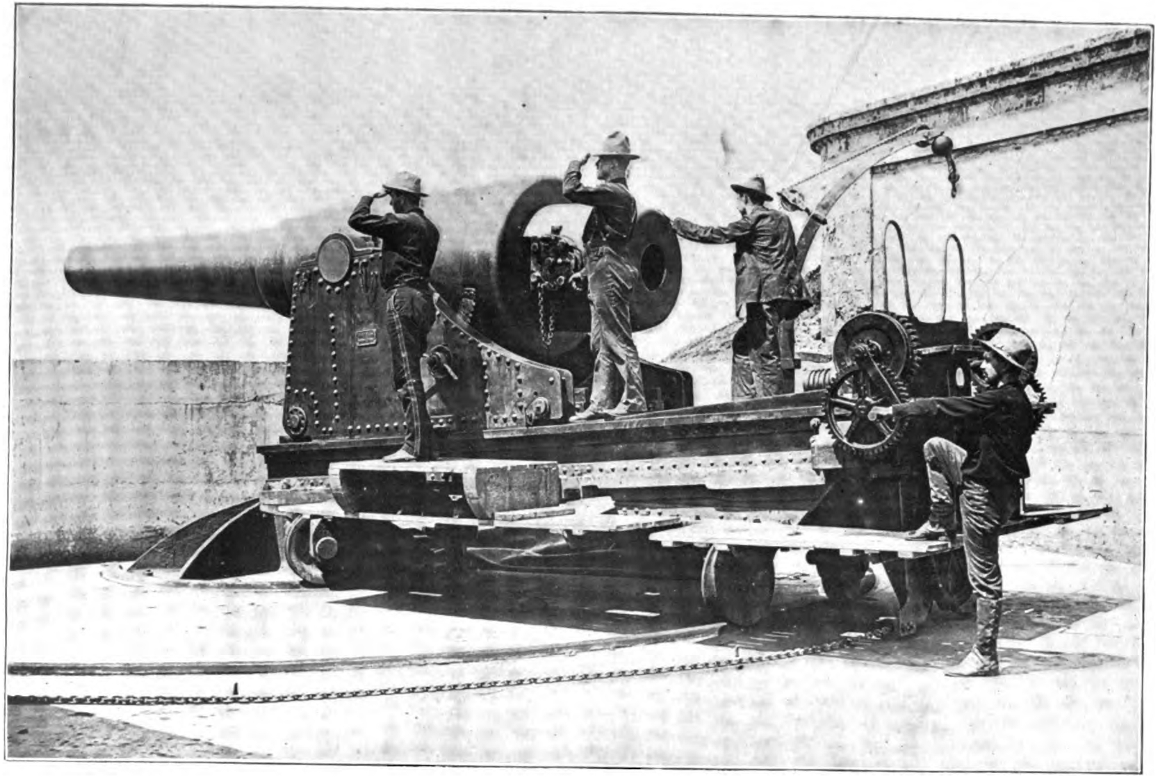
Sec. 2. There shall be a board of charities of Cuba, which shall consist of eleven (11) members, to be appointed by the military governor, as follows: One from each of the six provinces and five from the island at large. The regular term of office of members of said boards shall be six (6) years. The first appointments of the six members representing provinces shall be made for the terms of one (1), two (2), three (3), four (4), five (5), and six (6) years, respectively. The first appointments of the five members from the island at large shall be for the terms of two (2), three (3), four (4), five (5), and six (6) years. Subsequent appointments, except to fill vacancies, shall be for the term of six (6) years. Appointments of members of this


rance To Gov Gen's Residence, Havana

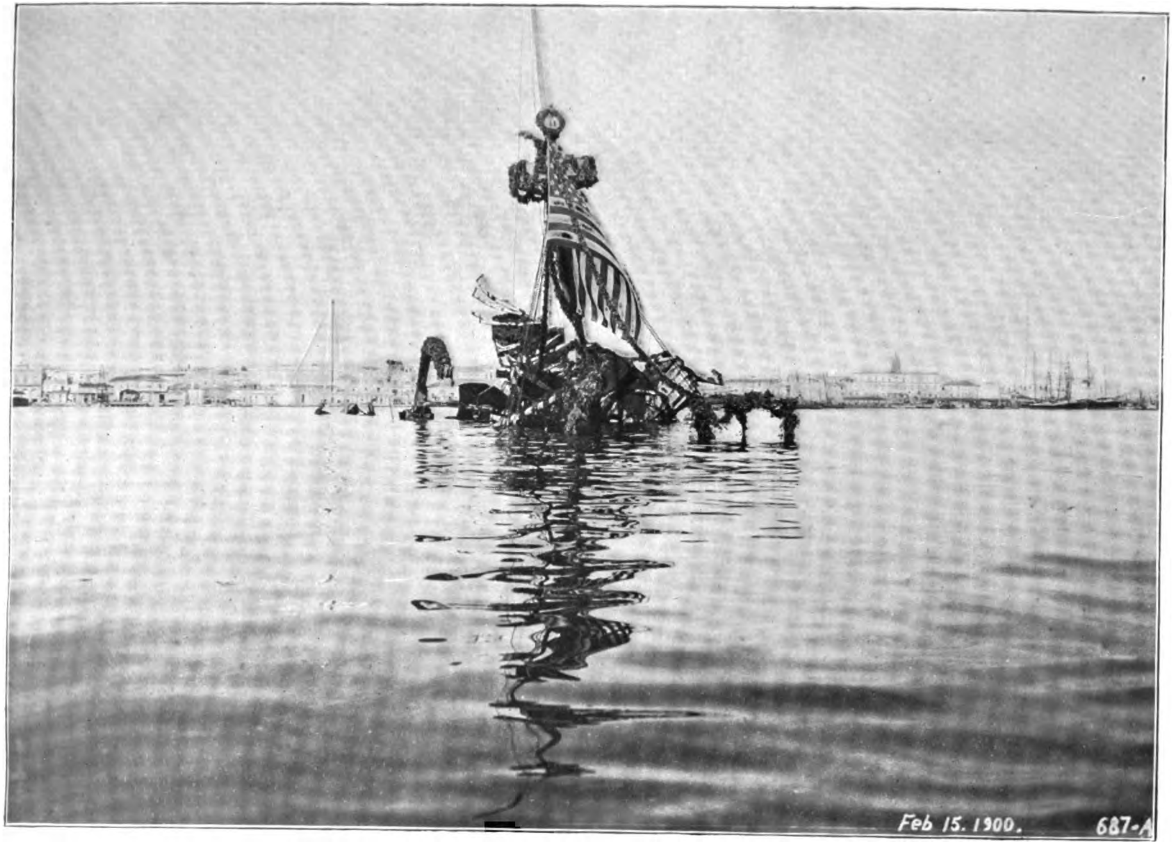
SPANISH COAT OF ARMS OVER ENTRANCE TO GOVERNOR GENERAL'S PALACE, HABANA.



GUNS ON CABAÑA, HABANA.



MODERN GUN BATTERY NO. 2, HABANA.



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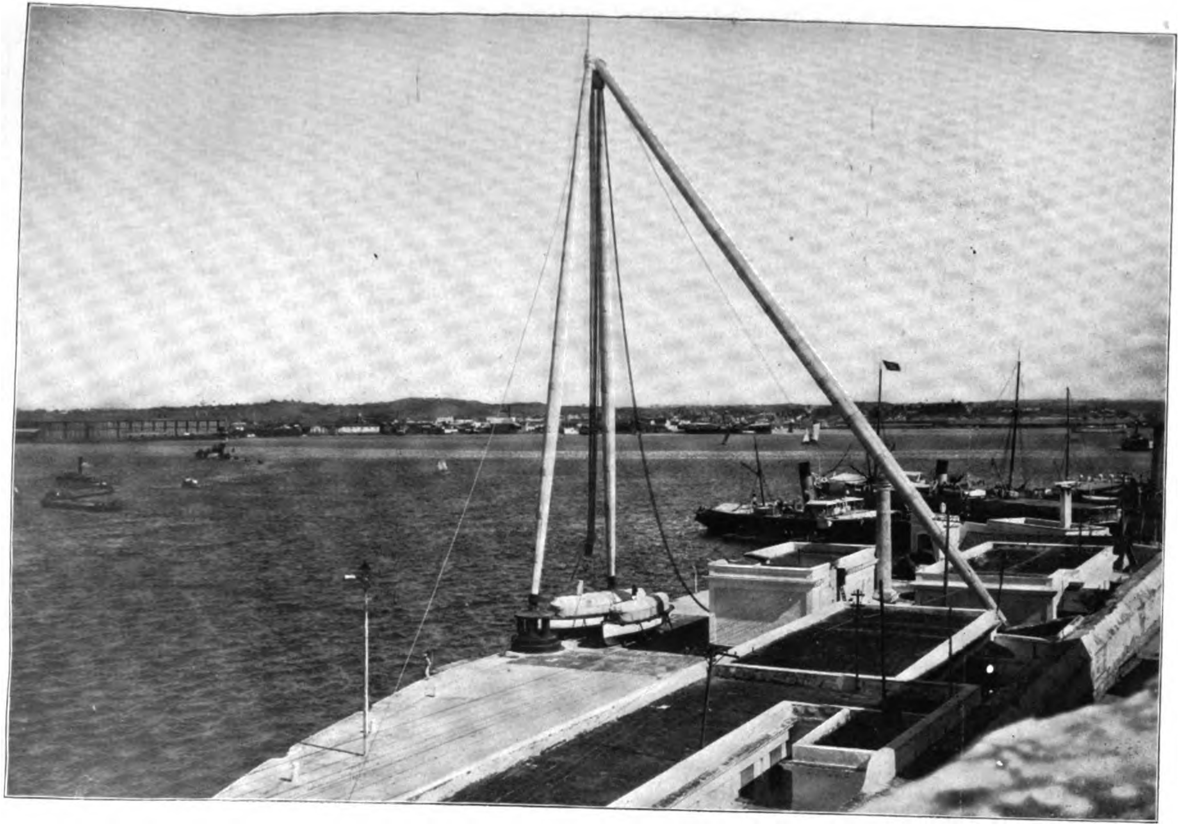
THE WRECK OF THE MAINE.



MACHINA WHARF, HABANA.

board, and of other boards established by this decree, whose terms of office may extend beyond the period of the military occupation of Cuba by the United States shall be subject, upon the termination of such occupation, to the approval of the government which shall follow. Appointments to fill vacancies caused by death, resignation, or otherwise, shall be for the unexpired term. The board of charities shall be appointed on or before July 31, 1900, and shall hold its first meeting between July 31, 1900, and September 30, 1900, at the call of the superintendent of charities and hospitals. The board of charities shall hold regular meetings once in each quarter of the year, in the city of Habana, at such times as it may determine, and may hold such other regular or special meetings as it may deem necessary. Six members shall constitute a quorum, but the affirmative votes of at least five members shall be necessary for the transaction of any business. The board shall appoint annually an executive committee of five members, and it may by resolution delegate to such executive committee, or to a standing or special committee, or to the officers or any officer of the board, the exercise, during the intervals between its meetings, of such of its special powers, to be clearly defined in the resolution, as it may deem advisable, and may, in its discretion, revoke such delegation of authority.

SEC. 3. No member of the board of charities shall be a trustee or officer of any institution subject to inspection by said board, nor shall any member have any authority to make, directly or indirectly, any sale of real or personal property to any such institution, or any purchase from any such institution; nor shall any member have any pecuniary interest in any such sale or purchase. Members of the board of charities shall receive no salary, but shall be paid their traveling and other necessary expenses incurred when engaged in official business; provided that the total official expenditure of any member of the board during any calendar year, for purposes other than transportation, shall not exceed the sum of five hundred (500) dollars. The appointment of the members of the board of charities for terms of six years, and the provision that they shall serve without salary, are intended to secure the result that such appointments shall always be made without regard to political considerations, and that the destitute and helpless wards of public charity shall receive the benefit of the services of eminent citizens, possessing special knowledge and qualifications for rendering useful service in such positions. Each member of said board shall, so far as may be practicable, inspect the charitable institutions in the province in which he resides, once each year, and shall inform himself in regard to the measures that have been adopted for the assistance of the poor in Cuba and in other countries.

SEC. 4. The board of charities shall assume such of the duties hereby conferred upon the department as may from time to time be transferred in writing to it by the superintendent of charities and hospitals, and may establish such rules, regulations, and by-laws for the regulation of its affairs as it may deem wise, subject to the provisions of this decree.

SEC. 5. During the period of organization the superintendent of charities and hospitals shall possess and exercise all the powers hereby conferred upon the department; excepting those that by reason of sec. 4 he may have already transferred in writing to the board of charities. When, in the judgment of the military governor, the various branches of work of the department may have been thoroughly organized, the board of charities shall be so informed in writing, and the superintendent of charities and hospitals shall thereupon become the secretary of the board of charities, and shall be its chief executive officer, and the said board shall then be the head of the department, and shall possess and exercise the powers hereby conferred upon the department. Thereafter, whenever a vacancy shall occur in the office of secretary of the board of charities, the board shall appoint a secretary to fill the vacancy. Members of the board shall not be eligible for the office of secretary. The secretary shall receive a salary, to be fixed by the board of charities, subject to the approval of the military governor. The secretary shall hold office at the pleasure of the board, provided that he shall not be removed from office except for cause, stated in writing and entered in the minutes of the board, and after reasonable notice and an opportunity to be heard before the board upon the cause of his proposed removal. The department may, within the limits of its appropriation for such purpose, employ such assistants, inspectors, clerks, and other employees as it may deem necessary, and fix their salaries, from time to time, and may remove any employee from office, in its discretion, for cause stated in writing, and after an opportunity has been afforded such employee to be heard upon the cause of his proposed removal.

Article II.

CONCERNING DESTITUTE AND DELINQUENT CHILDREN.

General provisions.

Sec. 6. It is hereby declared to be the general policy of the island of Cuba, to be carried into effect as speedily as circumstances will permit, that destitute and delinquent children who are now, or become in the future, subjects of support from public funds shall be cared for by the state, and shall be committed to the guardianship of the appropriate insular authorities. Such children shall be cared for, according to their respective needs, in families, training schools, or reformatories, as may from time to time be found to be advisable.

Sec. 7. No municipal, district, or provincial institution for the care of destitute or delinquent children shall hereafter be established, but this shall not prevent the establishment of municipal hospitals for sick children. Any existing municipal institution for the care of children may be discontinued at the option of the municipality, or by order of the department, and the inmates may be committed by the alcalde to the department. Each municipal institution for children, until discontinued, shall be under the charge of a board of managers appointed by the alcalde, and of which the alcalde shall be ex officio a member. Payments from the insular treasury for the support of children in municipal or private institutions will be discontinued as rapidly as provision can be made by the department for the care of such children. From and after the first day of September, 1900, all payments from the insular treasury to orphan asylums and other institutions for the care of destitute children, except state institutions, shall be made on the basis of a per capita payment for the care and maintenance of such of the inmates of said institution as may be accepted as proper public charges by the department. The various orphan asylums established by the Red Cross and other organizations, which have been or may be turned over to the insular authorities. having served the special and temporary purpose for which they were established, will be discontinued as rapidly as may be found to be practicable, unless, for special reasons, the department may decide to continue one or more of such asylums as temporary homes for children until such children can be placed in families or removed to a training school.

Sec. 8. A destitute child is hereby declared to be one not possessed of sufficient means for self-support, and who has neither parents nor grandparents, or whose parents or grandparents, if living, are unable to provide for the support of said child, or have abandoned it, or have habitually and grossly neglected to provide for its physical well-being, or are habitual drunkards, or are of notoriously immoral character, or are confined in a prison, or in a hospital for the insane. Nothing in this decree shall, however, impair any of the obligations created by Title VI of the civil code, concerning the support of relations.

Any alcalde, upon proof to his satisfaction that a child then residing in his municipality is destitute as herein described, may, unless the support of said child shall be voluntarily assumed by some individual known to the alcalde to be of good moral character, and of sufficient ability to provide for said child, or by some private charitable institution at its own expense, commit said child to the care and custody of the department of charities until it reaches the age of sixteen years. Before making any such commitment, the alcalde shall cause a careful inquiry to be made as to the whereabouts, circumstances, and character of the surviving parents and grandparents of the child, if any. The results of such inquiry shall be reduced to writing and placed on file in the office of the alcalde, and if the child is committed a copy shall be forwarded to the department with the commitment paper. Such commitment shall be made only upon the application of a parent or a grandparent of such child, or after notice of at least three days to the parents, if living, or, if both parents are dead, after a like notice to the grandparents, if living, and after an opportunity has been afforded to such parents, or grandparents if the parents are dead, to be heard before the alcalde upon the cause or causes for which it is proposed to commit such child. The testimony taken at such hearing shall be placed on file in the office of the alcalde, and if the child is committed a copy shall be sent to the department with the commitment paper.

No child shall be committed who has a parent or grandparent of good moral character and of sufficient ability to provide for its support, or who has a relative or friend of good moral character and of sufficient ability to provide for its support and willing to do so, or whose support may be voluntarily assumed by a charitable institution at its own expense. The insular authorities may, in their discretion, collect from each municipality a sum not to exceed thirty cents per day for the maintenance of each destitute child committed by the alcalde of a municipality for the period during which such child is supported in a state institution. Children committed to the department may be returned to their parents, relatives, or friends, in the discretion of the department. No child so returned by the department shall be again committed by the alcalde, but the department, in its discretion, at the request of the alcalde, may again take charge of such child.

When any child shall be so committed in the province of Havana, the alcalde shall provide for the transportation of said child to the office of the department. When such commitment occurs in some other province, the alcalde shall forthwith notify the department and shall place such child temporarily in some suitable institution for the care of children, or make other suitable provision for the temporary care of such child, at the expense of the municipality. The department shall forthwith notify the alcalde at what place said child will be received into the custody of the department, and the alcalde shall provide, at the expense of the municipality, for the transportation of the child to such place.

Sec. 9. Whenever a child actually, or apparently, between the ages of ten and sixteen years is convicted before any court of competent jurisdiction of a crime or misdemeanor, whether or not said child shall have acted with discernment, said court shall, unless in its judgment said child should be placed under the care of a parent or other relative or friend willing and able to care for and properly train him, commit such child, until he shall have attained the age of eighteen years, to the Reform School for Boys at Havana, if a boy, or if a girl, to the Aldecoa Reform School for Girls at Havana. Girls between ten and sixteen years now in confinement in any jail or prison shall be transferred to said Reform School for Girls; and subsequent commitments of girls under this section shall be to said Reform School for Girls. Any such court is hereby authorized to commit to the proper reform school any boy or girl between the ages of ten and sixteen years residing in the judicial district in which such court is situated, who has been found, after an inquiry satisfactory to the court, to be a confirmed vagrant, or whose moral training has been so neglected that said child is in danger of becoming a criminal and is in need of reformatory discipline; provided, that no child shall be so committed by any court for the sole reason that it is homeless or destitute. No such child shall be committed without notice of at least three days to his parents or guardian, if such parents or guardian are living within the judicial district in which such commitment is pending. Every commitment to a reform school shall be until the child so committed shall reach the age of eighteen years. When any child shall be committed under the provisions of this section the authorities of the municipalities shall forthwith provide for the transportation of such child to the institution to which it shall have been committed.

TRAINING SCHOOL FOR BOYS.

Sec. 10. The department of charities shall establish at some location, at which land suitable for agricultural purposes can be obtained, an institution to be known as the Training School for Boys of Cuba. Its objects shall be the temporary care of destitute boys under the age of sixteen years, committed to the department from any part of the island, until such boys can be placed in families; and also the training, in agricultural or other pursuits, of such destitute boys as it may not be practicable to place in family homes. Boys shall be received in the school only by order of the department. They will remain in the custody of the department while in the school and may be removed at any time by the department. The department shall also remove to this institution, when established, all the boys then in the institution heretofore known as the Havana San José Asylum for Boys, except those who shall have been admitted thereto to await trial, or who have been convicted of an offense, or who have been sent for correctional discipline.

Sec. 11. The Training School for Boys shall be under the direct charge and control of the department until March 1, 1901. There shall be appointed for this school, not later than September 30, 1900, by the military governor, a board of managers composed of five members. The term of office of members of this board shall be five years, and they shall serve without salary. The first appointments shall be for one (1), two (2), three (3), four (4), and five (5) years, respectively. Appointments to fill vacancies caused by death, resignation, or otherwise shall be for the unexpired term. The first meeting of the board of managers shall be held during the month of October, 1900, at the call of the department. The board shall hold regular monthly meetings, and such special meetings as it may deem necessary. Whenever practicable, meetings of the board shall be held at the school. The board shall elect from its own number a president and a vice-president.

Sec. 12. Until March 1, 1901, the board of managers shall exercise such powers only as may be delegated to them by the written order of the department. From and after March 1, 1901, the board of managers shall become responsible for the control and management of the institution, and shall have the general direction and control of its property and affairs. They shall see that the objects for which it was established are secured. They shall have power to establish such by-laws, rules, and regulations as they may deem necessary for defining the duties of the officers and employees of the school and for the management of its affairs, and shall, subject to the approval of the department, determine from time to time the number and salaries of such employees. They shall, on or before the 15th of each month, submit to the department a detailed estimate of the expense of conducting the school during the ensuing month. They shall keep a record of their proceedings, which shall be open at all times, together with the other books and papers of the school, to inspection by the department. They shall appoint, whenever a vacancy occurs in that office, a superintendent of the school.

SEC. 13. The superintendent shall be the secretary of the board of managers, and shall be the chief executive officer of the school. Subject to the by-laws, rules, and regulations established by the board of managers, the superintendent shall have the general oversight of the buildings and grounds, with their furniture and equipment, and shall have the direct control of all persons therein. He shall personally see that each inmate receives such training and instruction as may be suited to his years and capacity. The board of managers shall, upon the nomination of the superintendent, appoint such resident officers as they may deem necessary for the efficient management of the affairs of the school, and may remove any such officer for cause stated in writing, after an opportunity has been afforded him to be heard. The cause of removal shall be entered in the permanent records of the school. The superintendent shall see that suitable records are kept concerning each pupil, showing his name, previous history, place of birth, date of admission, age, previous residence, and his conduct, progress, and physical condition, from time to time, in the school. The superintendent, under the direction of the board, shall cause the children in said school to be instructed in the branches taught in the public schools of the island, and shall provide from time to time such courses of instruction as will enable the inmates of the school, other than those received for temporary care, to maintain themselves, after leaving the school, at some useful trade, calling, or occupation.

SEC. 14. The board of managers shall, after it shall become responsible for the control and management of the school, appoint a treasurer, who may or may not be of their number, and who, if not a member of the board, may receive a salary for this service, such salary to be regulated as are those of other employees. The treasurer shall—

(*a*) Receive and have the custody of all moneys belonging to or appropriated to the institution.

(*b*) Pay the salaries of the officers and employees of the institution, and all other disbursements of said institution, upon the order of the board of managers.

(*c*) Keep a full and accurate account of all receipts and payments, and such other accounts as may be required of him by the board of managers, and in such form as the board of managers may direct.

(*d*) Balance his books on the first day of each January, and make a statement thereof and an abstract of all receipts and payments during the preceding year, and within five (5) days thereafter deliver the same to an auditing committee to be appointed by the board of managers. They shall compare the same with his books and vouchers and certify as to the correctness thereof to the board of managers at their next meeting.

(*e*) Perform such other duties as the board of managers may direct.

TRAINING SCHOOL FOR GIRLS.

SEC. 15. The institution now known as the Havana Industrial School for Girls is hereby declared to be the Training School for Girls of Cuba. Its object shall be the temporary care of destitute girls under the age of sixteen years committed to the department of charities from any part of the island, until such girls can be placed in families; and also the training in useful industries of such destitute girls as it may not be practicable to place in family homes. Girls shall be received in this school only by order of the department; they shall remain under the custody of the department while in the school, and may be removed at any time by the department.

There may also be conducted and maintained, under such rules and regulations as the authorities of the school shall establish, a normal class for the training of girls, who shall be between the ages of seventeen (17) and twenty-five (25) years when admitted to such class.

SEC. 16. The Training School for Girls shall be under the direct charge and control of the department until January 1, 1901. There shall be appointed for this school, not later than July 31, 1900, by the military governor, a board of managers composed of five members. The term of office of members of this board shall be five years, and they shall serve without salary. The first appointments shall be for one (1), two (2), three (3), four (4), and five (5) years, respectively. Appointments to fill vacancies caused by death, resignation, or otherwise shall be made for the unexpired term. The first meeting of the board of managers shall be held during the month of August, 1900, at the call of the department. The board of managers shall hold regular monthly meetings, and such special meetings as it may deem necessary. Whenever practicable, meetings of the board shall be held at the school. The board shall elect from its own number a president and a vice-president.

SEC. 17. Until January 1, 1901, the board of managers shall exercise such powers as may be delegated to them by the written order of the department. From and after January 1, 1901, the board of managers shall become responsible for the control and management of the institution, and shall have the general direction and control of its property and affairs. They shall see that the objects for which it was established are secured. They shall have power to establish such by-laws, rules, and regulations as they may deem necessary for defining the duties of the officers and employees of the school and for the management of its affairs. They shall, on or before the 15th of each month, submit to the department a detailed estimate of the expense of conducting the school during the ensuing month. They shall keep a record of their proceedings, which shall be open at all times, together with the other books and papers of the school, to inspection by the department. They shall appoint, whenever a vacancy occurs in that office, a superintendent of the school.

SEC. 18. The superintendent shall be secretary of the board of managers and shall be the chief executive officer of the school. Subject to the by-laws and regulations established by the board of managers, the superintendent shall have the general oversight of the buildings and grounds, with their furniture and equipment, and shall have the direct control of all persons therein. She shall personally see that each inmate receives such training and instruction as may be suited to her years and capacity. The board of managers shall, upon the nomination of the superintendent, appoint such resident officers as they may deem necessary for the efficient management of the affairs of the school, and may remove any such officer for cause stated in writing after an opportunity has been afforded her to be heard. The cause of the removal shall be entered in the permanent records of the school. The superintendent shall see that suitable records are kept concerning each pupil, showing her name, previous history, date of admission, age, previous residence, and her conduct, progress, and physical condition, from time to time, in the school. The superintendent, under direction of the board, shall cause the children in said school to be instructed in the branches taught in the public schools of the island, and shall provide such courses of instruction as will enable the inmates of the school, other than those received for temporary care, to maintain themselves at some useful trade, calling, or occupation.

SEC. 19. The board of managers, after it shall become responsible for the control and management of the institution, shall appoint a treasurer, who may, or may not, be of their number, and who, if not a member of the board, may receive a salary for his services, such salary to be regulated as are those of other employees. The treasurer shall—

(*a*) Receive and have the custody of all moneys belonging to or appropriated to the institution.

(*b*) Pay the salaries of the officers and employees of the institution and all other disbursements of said institution upon the order of the board of managers.

(*c*) Keep a full and accurate account of all receipts and payments and such other accounts as may be required of him by the board of managers and in such form as the board of managers may direct.

(*d*) Balance his books on the first day of each January and make a statement thereof and an abstract of all receipts and payments during the preceding year and within five (5) days thereafter deliver the same to an auditing committee to be appointed by the board of managers. They shall compare the same with his books and vouchers and certify as to the correctness thereof to the board of managers at their next meeting.

(*e*) Perform such other duties as the board of managers may direct.

REFORM SCHOOL FOR BOYS.

SEC. 20. The institution known as the San José Asylum for Boys, established and maintained by the city of Havana, is hereby declared to be the Reform School for Boys of Cuba and from and after the date of this decree shall be supported and controlled by the State. Its objects shall be the training and reformation of boys who may be committed to its custody by any court of competent jurisdiction upon conviction of a crime or misdemeanor, or as being in need of reformatory discipline. Such commitments may be made from any part of the island according to the provisions of section 9 of this decree. On and after the date of this decree all children committed to this school shall be under the custody of the board of managers until such children reach the age of eighteen years, and any children who may be transferred to this school from the San José Asylum for Boys, and any children who may, in violation of the provisions of this decree, be committed to this school for a shorter period than until they reach the age of eighteen years, shall nevertheless be deemed to have been committed to the school until they reach the age of eighteen years.

SEC. 21. The Reform School for Boys shall be under the direct charge and control of the department until February 1, 1901. There shall be appointed for this school, not later than August 31, 1900, by the military governor, a board of managers composed of five members. The term of office of members of this board shall be five years and they shall serve without salary. The first appointments shall be for one (1), two (2), three (3), four (4), and five (5) years, respectively. Appointments to fill vacancies caused by death, resignation, or otherwise shall be made for the unexpired term. The first meeting of the board of managers shall be held during the month of September, 1900, at the call of the department. The board shall hold regular monthly meetings and such special meetings as it may deem necessary. Whenever practicable meetings of the board shall be held at the school. The board shall elect from its own number a president and a vice-president.

SEC. 22. Until February 1, 1901, the board of managers shall exercise such powers as may be delegated to them by the written order of the Department. From and after February 1, 1901, the board of managers shall become responsible for the control and management of the school and shall have general direction and control of its property and affairs. They shall see that the object for which it was established is secured. They shall have the power to establish such by-laws, rules, and regulations as they may deem necessary for defining the duties of the officers and employees of the school and for the management of its affairs, and shall, subject to the approval of the department, determine from time to time the number and salaries of such employees. They shall maintain an effective inspection of the school. They shall, on or before the 15th of each month, submit to the department a detailed estimate of the expense of conducting the school during the ensuing month. They shall keep a record of their proceedings, which shall be open at all times, together with the other books and papers of the school, to the inspection by the department. They shall appoint, whenever a vacancy occurs in that office, a superintendent of the school.

SEC. 23. The superintendent shall be the secretary of the board of managers, and shall be the chief executive officer of the school. Subject to the by-laws and regulations established by the board of managers, the superintendent shall have the general oversight of the buildings and grounds, with their furniture and equipment, and shall have the direct control of all persons therein. He shall personally see that each inmate receives such training and instruction as may be suited to his years and capacity. The board of managers shall, upon the nomination of the superintendent, appoint such resident officers as they may deem necessary for the efficient management of the affairs of the school, and may remove any such officer for cause, stated in writing, after an opportunity has been afforded him to be heard. The cause of the removal shall be entered in the permanent record of the school. The superintendent shall see that suitable records are kept concerning each inmate, showing his name, previous history, place of birth, date of admission, cause of commitment, age, previous residence, and his conduct, progress, and physical condition, from time to time, in the school, and his conduct and occupation after leaving the school until discharged from its custody. The superintendent, under the direction of the board, shall cause the children in said school to be instructed in the branches taught in the public schools of the island, and shall provide from time to time such courses of industrial training as will enable the inmates of the school, other than those received for temporary care, to maintain themselves at some useful trade, calling, or occupation.

SEC. 24. The authorities of the school may provide for the establishment of a system of uniforming, equipping, officering and instructing in military drill the inmates of such institution.

SEC. 25. There shall be established a system of credits or awards for good conduct, and of demerits for bad behavior, idleness, or carelessness, which will enable any child to earn, by two years of good conduct, a discharge upon parole. Whenever any child in said institution shall have earned a discharge upon parole, or shall have given evidence, satisfactory to the authorities of the institution, that the objects sought by his commitment have been secured, and that said child is no longer in need of reformatory discipline, the authorities of the school shall report such fact to the department of charities, with a statement of the terms upon which said child shall be paroled. The department shall forthwith provide for such child upon parole, by placing him in some family, or providing him with employment, or returning him to his parents or grandparents, if there are any of good character and of sufficient means to provide a home for him, or in such other manner as the department may deem advisable; but such children shall, unless granted a full and complete discharge, as provided in section 27 of this decree, remain under the custody and control of said school until he reaches the age of eighteen years. If, at any time before reaching the age of eighteen years, any child, who has been discharged upon parole and who has not been granted a full and complete discharge, shall violate the provisions of his parole, the department shall return him to said school for further reformatory discipline, under the system of credits and demerits above provided for.

SEC. 26. If any inmate of the school, not less than fourteen years of age, shall, by gross and habitual misconduct, or by a flagrant offence, exert a dangerous and pernicious influence over the other inmates, and if the authorities of the school shall be convinced that they are unable to effect a reformation of his conduct, the board of managers may cause such child to be taken before any court authorized to commit children to said school, with a written statement of the facts concerning said child's conduct. The court shall inquire into the facts and hear the boy's statement, and if the judge shall be satisfied that such a course is proper, he may commit such child to any jail or penitentiary for a period not to extend beyond the date on which such child will become eighteen years of age. At the expiration of the term of such commitment, or sooner if the board of managers of the school shall so direct, unless such child shall have reached the age of eighteen years, he shall be returned to the custody of said school.

SEC. 27. The board of managers of said school may, if it shall appear to their satisfaction that any child under their custody has become fully established in habits of industry, obedience, and good conduct, grant to such child a full and complete discharge from their custody, control, and oversight.

SEC. 28. The board of managers, after it shall become responsible for the control and management of the institution, shall appoint a treasurer, who may, or may not, be of their number, and who, if not a member of the board, may receive a salary for his services, such salary to be regulated as are those of other employees. The treasurer shall:

(*a*) Receive and have the custody of all moneys belonging to or appropriated to the institution;

(*b*) Pay the salaries of the officers and employees of the institution and all other disbursements of said institution, upon the order of the board of managers;

(*c*) Keep a full and accurate account of all receipts and payments, and such other accounts as may be required of him by the board of managers, and in such form as the board of managers may direct;

(*d*) Balance his books on the first day of each January, and make a statement thereof and abstract of all receipts and payments during the preceding year, and within five (5) days thereafter deliver the same to an auditing committee, to be appointed by the board of managers. They shall compare the same with his books and vouchers, and certify as to the correctness thereof to the board of managers at their next meeting;

(*e*) Perform such other duties as the board of managers may direct.

THE REFORM SCHOOL FOR GIRLS.

SEC. 29. The department of charities may, in its discretion, when an appropriation therefor shall have been authorized, establish a Reform School for Girls of Cuba. The object of such school shall be the training and reformation of girls who may be committed to its custody by any court of competent jurisdiction, upon conviction of any crime or misdemeanor, or as being in need of reformatory discipline, according to the provisions of section 9 of this decree.

SEC. 30. The Reform School for Girls shall be under the direct charge and control of the department for a period of six months after its establishment. The military governor shall appoint for the school, within one month after the date of its establishment, a board of managers of five members. The term of office of members shall be five years, and they shall serve without salary. The first appointments shall be for one (1), two (2), three (3), four (4), and five (5) years, respectively. Appointments to fill vacancies caused by death, resignation, or otherwise, shall be made for the unexpired term. The first meeting of the board of managers shall be held within one month after the date of their appointment, at the call of the department. The board shall hold regular monthly meetings and such special meetings as it may deem necessary. Whenever practicable, meetings of the board shall be held at the school. The board shall elect from its own number a president and a vice-president.

SEC. 31. Until six months after the date of the establishment of the school the board of managers shall exercise such powers only as may be delegated to them by the department. From and after six months after the date of the establishment of the school the board of managers shall become responsible for the control and management of the school, and shall have the general protection and control of its property and affairs. They shall see that the objects for which it was established are secured. They shall have power to establish such rules, by-laws, and regulations as they may deem necessary for defining the duties of the officers and employees of the school and for the management of its affairs, and shall, subject to the approval of the department, determine from time to time the number and salaries of such employees. They shall maintain an effective inspection of the school. They shall, on or before the 15th of each month, submit to the department a detailed estimate of the expenses of conducting the school during the ensuing month. They shall keep a record of their proceedings, which shall be open at all times, together with the other books and papers of the school, to inspection by the department. They shall appoint, whenever a vacancy occurs in that office, a superintendent of the school.

SEC. 32. The superintendent shall be the secretary of the board, and shall be the chief executive officer of the school. Subject to the by-laws and regulations established by the board, the superintendent shall have the general oversight of the buildings and grounds, with their furniture and equipment, and shall have the direct control of all persons therein. She shall personally see that each inmate receives such training and instruction as may be suited to her years and capacity. The board shall, upon the nomination of the president, appoint such resident officers as they may deem necessary for the efficient management of the affairs of the school, and may remove any such officer for cause, stated in writing, after an opportunity has been afforded her to be heard. The cause of the removal shall be entered in the permanent record of the school. The superintendent shall see that suitable records are kept concerning each inmate, showing her name, previous history, place of birth, date of admission, cause of commitment, age, previous residence, and her conduct, progress, and physical condition, from time to time in the school, and her conduct and occupation after leaving the school until discharged from its custody. The superintendent, under the direction of the board, shall cause the children in said school to be instructed in the branches taught in the public schools of the island, and shall provide from time to time such courses of industrial training as will enable the inmates of the school, other than those received for temporary care, to maintain themselves at some useful trade, calling, or occupation.

SEC. 33. There shall be established a system of credits or rewards for good conduct, and of demerits for bad behavior, idleness, or carelessness, which will enable any child to earn by two years of good conduct a discharge upon parole. Whenever any child in said school shall have earned a discharge upon parole, or shall have given evidence, satisfactory to the authorities of the school, that the objects sought by her commitment have been secured, and that said child is no longer in need of reformatory discipline, the authorities of the school shall report such fact to the department, with a statement of the terms upon which said child shall be paroled. The department shall forthwith provide for such child upon parole by placing her in some family, or providing her with employment, or returning her to her parents or grandparents, if there are any of good character and of sufficient means to provide a home for her, or in such other manner as the department may deem advisable. But such child shall, unless given a full and complete discharge, as provided in section 35 of this decree, remain under the custody, control, and oversight of said school until she reaches the age of eighteen years. If at any time before reaching the age of eighteen years any child, who has been discharged upon parole and who has not been granted a full and complete discharge, shall violate the provisions of her parole, the department shall return her to said school for further reformatory discipline, under the system of credits and demerits above provided for.

SEC. 34. If any inmate of said school shall, by gross or habitual misconduct, or by a flagrant offence, exert a dangerous and pernicious influence over the other inmates, and if the authorities of the school shall be convinced that they are unable to effect a reformation in her conduct, the board of managers may cause such child to be taken before any court authorized to commit children to said school, with a written statement of the facts concerning such child's conduct. The court shall inquire into the facts and hear the girl's statement, and if the judge shall be satisfied that such a course is proper, he may commit such child to any jail or penitentiary for a period not to extend beyond the date on which such child will become eighteen years of age. At the expiration of the term of such commitment, or sooner if the board of managers of the school shall so direct, she shall be returned to the custody of the school, unless such child shall have reached the age of 18 years.

SEC. 35. The board of managers of said school may, if it shall appear to their satisfaction that any child under their custody has been fully established in habits of industry, obedience, and good conduct, grant to such a child a full and complete discharge from their custody, control, and oversight.

SEC. 36. The board of managers shall, after it shall become responsible for the control and management of the institution, appoint a treasurer, who may or may not be of their number, and who if not a member of the board may receive a salary, to be regulated as are those of other employees. The treasurer shall—

(*a*) Receive and have the custody of all moneys belonging to or appropriated to the institution.

(*b*) Pay the salaries of the officers and employees of the institution, upon the order of the board of managers.

(*c*) Keep a full and accurate account of all receipts and payments and such other accounts as may be required of him by the board of managers and in such form as the board of managers may direct.

(*d*) Balance his books on the first day of each January and make a statement thereof and an abstract of all receipts and payments during the preceding year, and within five (5) days thereafter deliver the same to an auditing committee to be appointed by the board of managers. They shall compare the same with his books and vouchers and certify as to the correctness thereof to the board of managers at their next meeting.

(*e*) Perform such other duties as the board of managers may direct.

THE BUREAU FOR PLACING CHILDREN IN FAMILIES.

SEC. 37. There shall be maintained in the department of charities a bureau for placing children in families. The department shall appoint a superintendent of this bureau and such other inspectors and clerks as may be necessary from time to time. The object of this bureau shall be to provide homes in private families for as many as possible of the children who become charges upon public funds, or who are committed to the care of the department, or who earn a discharge upon parole from a State reform school. The department may place any child committed to its care directly in a family home, if such shall be available, or it may place such child in the training school for boys, or in the training school for girls, according to its sex or in some municipal or private institution for children, until a home for the child can be found; but children shall, whenever practicable, be placed in families.

SEC. 38. The department is also hereby authorized to remove from any municipal, private, or other asylum any child who is being supported at public expense, and place such child in a family, and may similarly remove a child from the training school for boys or the training school for girls, and place such child in a family. When the department shall be notified that any inmate of the reform school for boys or the reform school for girls has, by good conduct, earned a discharge upon parole, or has given evidence satisfactory to the authorities of the school that it is no longer in need of reformatory discipline, the department, through its bureau for placing children in families, shall provide for such child as hereinbefore stated.

SEC. 39. No child shall be placed by the department in a family until the department has satisfied itself by an adequate investigation of their circumstances, reputation, and character that such family is of good moral character and is able to make adequate and proper provision for the care, education, and moral training of such child.

SEC. 40. The department shall maintain an effective oversight of children placed by it in families until such children shall reach the age of sixteen years, for the purpose of ascertaining whether such children are adequately and properly cared for, comfortably clothed, kindly treated, and given the educational advantages to which they are entitled, and proper moral training. Such oversight shall be exercised by personal visitation by duly appointed agents of the department, by correspondence, and by securing reports regularly, at such intervals as may be determined, from the teacher of each public school which should be attended by any child under the care of the department.

SEC. 41. All children placed in families by the department are to be regarded as under its care until they reach the age of sixteen years, and the department will be held responsible for the proper care and education of such children. If it shall appear to the department that any child placed by it in a family is not treated kindly, or is not provided with suitable clothing, or is not sent to school for such period of time as the department shall deem proper, the department shall forthwith remove such child and place it in some institution, subject to the inspection of the department, as it may deem wise.

ARTICLE III.

CONCERNING THE INSANE.

SEC. 42. The institution located at Mazorra, province of Havana, and known as the General Asylum for the Insane, is hereby declared to be the Hospital for the Insane of Cuba. Such hospital shall hereafter be supported wholly by the State. The object of this institution shall be the curative treatment and humane care of all persons who become insane on the island. No person judically declared to be insane shall hereafter be kept in any prison, jail, hospital for the sick, or other similar public institution, but every such person shall be sent, under proper protection, to this hospital. The expenses of such transportation shall be borne by the municipality from which the person is sent.

SEC. 43. The Hospital for the Insane shall remain under the direction of a board of managers, which shall hereafter consist of seven members. There shall be appointed by the military governor a number of managers, sufficient, with those now in office, to make the number of managers seven. The military governor will, when such appointments are made, assign the managers terms of one (1), two (2), three (3), four (4), five (5), six (6), and seven (7) years, respectively. Subsequent appointments to fill vacancies caused by death, resignation, or otherwise shall be for the unexpired term. The members of the board of managers shall serve without salary. The board shall hold regular monthly meetings and such other regular or special meetings as it may determine. The board shall elect from its own number a president, a vice-president, and a secretary.

SEC. 44. The board of managers shall have the general direction and control of the property and affairs of the hospital. They shall see that the objects of the hospital are secured. They shall establish such by-laws, rules, and regulations as they may deem necessary for defining the duties of the officers and employees of the hospital and for the management of its affairs, and shall, subject to the approval of the department, determine from time to time the number and salaries of such employees. They shall maintain an effective inspection of the hospital. They shall, on or before the 15th of each month, submit to the department a detailed estimate of the expense of conducting the hospital during the ensuing month. They shall keep a record of their proceedings, which shall be open at all times, together with the other books and papers of the hospital, to inspection by the department. They shall appoint, whenever a vacancy shall occur in that office, a superintendent of the hospital, who shall be a well-educated physician and a graduate of an incorporated medical college, and who shall have had experience in the care and treatment of the insane.

SEC. 45. The superintendent shall be the chief executive officer of the hospital. Subject to the by-laws and regulations established by the board, the superintendent shall have the general oversight of the buildings and grounds, together with their furniture and equipment, and the direction and control of all persons therein. He shall maintain an effective supervision and inspection of all parts of the hospital and shall direct the care and treatment of the patients. He shall personally examine the condition of each patient within three days after his admission to the hospital, and shall see that every patient receives the care and medical treatment which is best adapted to secure his recovery.

SEC. 46. The board of managers shall, upon the nomination of the superintendent, appoint such resident officers as they may deem necessary for the efficient performance of the business of the hospital, and may remove any such officer for cause stated in writing, after affording him an opportunity to be heard. The cause of the removal shall be entered in the permanent record of the hospital. In the absence of the superintendent, the first assistant physician shall perform his duties and be subject to his responsibilities.

The superintendent shall establish and direct a training school for attendants and nurses. He shall see that records are kept concerning each patient, showing his name, age, previous residence, occupation, date of admission, by whom committed, previous history, in what condition received, mental state, bodily condition, and medical treatment, from time to time, in the hospital. Upon the death or discharge of such patient, the circumstance thereof shall be entered on such record.

SEC. 47. The superintendent of the hospital may discharge any patient after filing in his office a written statement that, in his judgment, such patient has recovered, or not recovered, but that the discharge will not be detrimental or dangerous to the public welfare or injurious to the patient; provided, that before discharging any patient who has not recovered the superintendent shall satisfy himself, by an adequate investigation, that relatives or friends of the patient are willing and able to receive and care for such patient. No patient shall be discharged from the hospital without suitable clothing.

In the discretion of the superintendent, any patient, upon discharge, may be provided with transportation to the locality from which the patient came or in which relatives or friends may then reside, and with an amount sufficient to purchase food for the journey, not to exceed ten dollars.

SEC. 48. The department of charities is authorized to collect from the estate of any person committed to the hospital, or from the parents or children of such patient, if they have sufficient means, an amount to cover the actual expense of the maintenance of such patient while in the hospital. To facilitate such collection, there shall be included in every paper hereafter executed for the commitment of an insane person a statement as to the approximate amount of property owned by said person, and the names and address of children or parents, if living, with such statement as to their financial condition as may be available. The department of charities is authorized to make such further inquiry as to the financial condition of such patients or children as it may deem advisable.

SEC. 49. The board of managers shall appoint a treasurer, who may or may not be of their number, and who if not a member of the board may receive a salary for his services, such salary to be regulated as are those of the other employees. The treasurer shall—

(*a*) Receive and have the custody of all moneys belonging to or appropriated to the institution.

(*b*) Pay the salaries of the officers and employees of the institution and all other disbursements of said institution, upon the order of the board of managers.

(*c*) Keep a full and accurate account of all receipts and payments and such other accounts as may be required of him by the board of managers and in such form as the board of managers may direct.

(*d*) Balance his books on the first day of each January and make a statement thereof and an abstract of all receipts and payments during the preceding year, and within five (5) days thereafter deliver the same to an auditing committee to be appointed by the board of managers. They shall compare the same with his books and vouchers and certify as to the correctness of the same to the board at their next meeting.

(*e*) Perform such other duties as the board of managers may direct.

SEC. 50. The observation of persons alleged to be insane will be made in the institutions designated in the royal decree of May 19, 1885, and their admission to such institutions and their examination and treatment therein will be in accordance with the provisions of said decree, as modified by civil order No. 21, issued by the governor of Havana April 12, 1900, which is hereby extended to the island of Cuba, except that said decree and order are hereby amended so as to limit the period of observation to 30 days. The physicians in charge of such observation shall, on or before the expiration of 30 days after the admission of such patient, execute a certificate declaring such person, in their opinion, to be not insane, or to be insane but not in need of treatment and care in a hospital for the insane, or that such person is insane and is in need of treatment in a hospital for the insane. The object of the Hospital for the Insane of Cuba being the curative treatment of insane persons, it is desirable that all persons becoming insane should, at the earliest possible date, receive treatment therein, and for this reason the period of observation shall in no case be extended beyond 30 days.

SEC. 51. For the admission of a person to the Hospital for the Insane of Cuba, or to any other institution for the care and treatment of persons who have been judicially declared to be insane, there shall be required the following:

1. An order executed by a court of competent jurisdiction committing such person to such institution for treatment and care. Such commitment shall not be for a definite term.

2. A verified petition addressed to said court asking for such commitment and stating that the petitioner is the nearest relative of the person alleged to be insane, or, if there are nearer relatives, that they are absent or are unwilling or unable to execute such petition; and also that the petitioner is not a relative, within the fourth civil degree, of either of the physicians who executed the accompanying certificate. When the nearest relative of any person who is apparently insane shall neglect or refuse to make such application, the alcalde of the municipality in which such person resides shall make such application.

3. A certificate executed within five days preceding the date of such order by two physicians, stating that they have, within the preceding ten days, jointly examined the person mentioned in the petition, and that, in their opinion, such person is insane and is in need of treatment and care in a hospital for the insane, and that they are

not related to the petitioner or to the alleged insane person within the fourth civil degree. Such certificate shall contain a statement of the facts and circumstances upon which such opinion is based and must be certified by the subdelegate of medicine of the district, or by an alderman or delegate of the sanitary department in case the subscribing physicians belong to the medical municipal board.

SEC. 52. When any such order is issued by a court, the authorities of the municipality within which the person referred to in such order resides shall provide such person with clean and comfortable clothing, and shall, at the municipality, provide for transportation forthwith, under proper escort, to the Hospital for the Insane of Cuba, unless at the request of the petitioner said person has been committed by said court to some other institution for the insane, to be supported therein by the petitioner at his own expense, when such transfer shall be made at the expense of the petitioner.

SEC. 53. The Superintendent of the Hospital for the Insane of Cuba is hereby authorized to receive and retain in such institution any person duly committed thereto in the manner herein authorized and who is accompanied by the order, petition, and certificate herein provided for. The department of charities is hereby authorized to prescribe forms for such order, petition, and certificate, and after such forms have been prescribed and forwarded to the appropriate authorities commitments shall be made exclusively upon such forms.

SEC. 54. Civil order No. 57, issued February 9, 1900, and civil order No. 158, issued April 14, 1900, are hereby revoked.

SEC. 55. In case any relative or friend of an inmate of such hospital shall believe that any patient is improperly retained therein, such relative or friend may apply to the judge of first instance in whose district the hospital is situated for the discharge of the patient in question. The judge will, before acting upon the request, call upon the superintendent of the hospital for an immediate report of the patient's condition. In case the superintendent recommends the discharge of the patient, the judge will grant the appeal. In case the superintendent recommends the retention of the patient, the judge is authorized to deny the appeal, or, if he has any doubt upon the subject, he will cause the patient to be examined by two competent physicians, who will report in writing, setting forth the condition of the patient and their recommendation as to whether it is proper or safe that he should be released or retained. If their recommendation is that the patient should be retained, the judge will deny the appeal for release.

SEC. 56. The relative or friend may, at any time after one week subsequent to the date of such application for the patient's release, submit a final appeal to the secretary of state through the board of charities, which board shall investigate the case and submit their report and recommendations to the secretary of state and government, who shall then finally decide the matter. His decision shall be binding upon the authorities of the hospital.

SEC. 57. Any person who is confined in any prison or jail upon conviction of a crime or misdemeanor and who becomes insane may be committed to the Hospital for the Insane of Cuba by any court of competent jurisdiction, upon a certificate of two physicians executed as provided in section fifty-one (51) of this decree. Such commitment shall include a statement of the offense for which such person was convicted, the term for which he was committed, and the date upon which such term will expire. If such person be discharged from such hospital before the date of the expiration of the term of imprisonment, he shall be returned by the superintendent of said hospital to the jail or prison from which he was received.

ARTICLE IV.

CONCERNING HOSPITALS.

SEC. 58. Hospitals for the care of the destitute sick shall remain under the charge of municipalities, boards of managers or other lawful authorities, as now provided by law, except as otherwise provided in this decree. The destitute sick who become subjects of public support shall be a charge upon the local authorities throughout the island.

Appropriations from the insular treasury in aid of hospitals will be discontinued at the earliest practicable date. Boards of managers of hospitals shall continue to be appointed according to the provisions of laws and decrees now in force, except as otherwise provided in this decree. The board of managers of a hospital under the control of a municipality shall be appointed by the alcalde, and he shall be ex officio a member of such board. Whenever, after date of this decree, a vacancy shall occur in the membership of a board of managers of a district hospital, an appointment to fill the vacancy shall be made by the alcalde in whose municipality the hospital is situated.

SEC. 59. The department of charities may, in its discretion, whenever it is convinced that the interests of any district hospital would be promoted thereby, discontinue such hospital as a district hospital and assign it to the municipality in which such hospital is situated. The alcalde of such municipality shall thereupon appoint a board of managers for said hospital, and such municipality shall provide such sums as may be necessary for its maintenance and support. Any municipality, upon proof satisfactory to the department that it is able to provide suitable grounds and buildings and to properly equip, maintain, and conduct without aid from the state a hospital for the care of the destitute sick, may, upon the written approval of the department of charities and after the approval of the plans of the buildings for such hospital by said department, establish such hospital. Any municipality which has no municipal hospital and which is located in a judicial district which has no district hospital may send destitute sick persons to the nearest or most accessible municipal hospital which is of sufficient capacity to receive such patients, and collect from the municipality sending them the cost of their support and maintenance so long as they remain in such hospital. Whenever in any municipal hospital there are patients from some other municipality and the quarters occupied by such patients are needed by the municipality conducting the hospital for the care of the patients residing in such municipality, due notice shall be given by the alcalde to the alcalde of the municipality from which the patients not residing in the municipality in which the hospital is situated were received; whereupon the alcalde of the municipality from which such patients were received shall make provision for their removal and treatment elsewhere. Municipalities may make a reasonable and proper allowance for the support and treatment in hospitals wholly or partly under private control of persons accepted by the alcalde as proper public charges. Before accepting any such person as a public charge the alcalde shall satisfy himself by an investigation, the result of which shall be reduced to writing and placed on file in his office, that such person is destitute and that none of the persons legally liable for his support are able to maintain him.

ARTICLE V.

CONCERNING HOMES FOR THE AGED.

SEC. 60. Destitute aged persons shall be provided for by their children or grandchildren, unless such children or grandchildren are unable to provide for their support. Destitute aged persons whose children and grandchildren are unable to provide for their support, and whose support is not voluntarily assumed by some relative or friend or by a private charitable institution at its own expense, may be supported by the municipalities in which such destitute aged persons reside, in any municipal or private institution for the care of the aged. No home for the aged shall be established by any municipality except with the written consent of the department of charities and after the approval of the plans for such building by the department. Appropriations from the insular treasury in aid of institutions for the care of aged persons shall be discontinued on December 31, 1900.

SEC. 61. Appropriations of municipal funds to institutions wholly or partly under private control for the support of destitute aged persons shall be made in the form of a per capita payment for the maintenance of persons accepted as proper public charges by the alcalde. Before any person shall be so accepted the alcalde shall satisfy himself by an adequate investigation, the result of which shall be reduced to writing and placed on file in his office, that such person is destitute, and that none of the persons legally liable for his support are able to maintain him. The department of charities shall collect statistics each year showing the number of destitute persons supported by municipalities, and if, in its judgment, the number of persons so supported shall increase beyond what is necessary and proper, said department may, with the approval in each instance of the military governor, establish such rules and regulations concerning the acceptance of destitute aged persons as proper public charges by alcaldes as it may deem necessary.

ARTICLE VI.

GENERAL POWERS AND DUTIES OF THE DEPARTMENT OF CHARITIES.

SEC. 62. The department of charities shall secure from each state, district, municipal, private, or other charitable institution an annual report. Such report shall include a statement of the income of such institution and the sources from which received, the expenditures and purposes for which the funds were expended, the number of inmates received, from whom received, the number of inmates discharged and the disposition made of them, and such other information as the department may deem desirable. All officers of such institutions shall furnish such statistics on or before the first day of February of each year for the preceding calendar year. Such statistics shall be made out in such form and manner as the department may prescribe. Every official refusing to furnish such information, without satisfactory excuse, shall be subject to a penalty of one hundred (100) dollars. The department may require from any charitable institution such additional reports or information as it may deem desirable. It shall include in its annual report such statistics and other information received through these reports as it may deem advisable.

SEC. 63. The term "charitable institution" as used in this decree shall include all hospitals except those under the care of the health authorities, sección de higiene, orphan asylums and institutions for destitute children, juvenile reformatories, homes for the aged, hospitals for the insane, and all other institutions and societies organized for or whose principal business is the support or assistance of persons who are unable to support or care for themselves.

SEC. 64. The department shall, through its members, officers, or inspectors duly appointed by it for that purpose, inspect every charitable institution in the island, whether state, district, municipal, private, or otherwise, at least once every six months. A written report of every such inspection shall be filed in the office of the department, and a copy of the whole or of such portions of the reports as the department may deem advisable shall be forwarded to the governing body of the institution inspected. The members, officers, and duly appointed inspectors of such board shall have full access to the grounds, books, and papers of every such institution, and may require from the officers and persons in charge thereof any information which they may deem necessary in order to enable them to make a thorough inspection. No such officer or inspector shall communicate to any person without the knowledge and consent of the department any fact or information obtained pursuant to the provisions of this decree, except as herein provided. On such inspections inquiries shall be made to ascertain:

1. Whether the objects of the institution are being accomplished.
2. Whether the grounds and buildings are in a sanitary condition.
3. Whether the methods of industrial, educational, and moral training are adapted to the needs of the inmates.
4. Whether the methods of government and discipline are humane and efficient; whether the inmates are kindly treated.
5. Whether the qualifications and conduct of its officers and employees are satisfactory.
6. Whether the provisions of law relating to such institutions are fully complied with.
7. Whether proper records are kept concerning the reception, retention, and discharge of inmates.
8. Whether proper records are kept of the receipts of the institution and of its expenditures, and whether the latter are economically and honestly made.
9. Whether proper records are kept of all property bought by, supplied to, or belonging to the institution.
10. Any other matters which the department may deem advisable.

SEC. 65. The department may, by a committee of one or more of its members, investigate the affairs and management of any institution subject to its inspection, and the committee appointed to make such investigation shall have power to issue compulsory process for the attendance of witnesses and the production of papers, to administer oaths, and to examine persons under oath.

SEC. 66. If it shall appear from any inspection or investigation that the inmates of any institution are cruelly, negligently, or improperly treated, or that inadequate provision is made for their sustenance, clothing, shelter, care, treatment, or other condition necessary to their comfort and well-being, said department shall, by written communication, call the attention of the directors, manager, or other governing authority of such institution, to such evils, defects, or abuses.

SEC. 67. If such evils, defects, or abuses are not corrected within such period of time as the department may consider to be reasonable, the department shall prepare an order directing the correction of such evils, defects, or abuses, which order, if approved by the military governor, after a reasonable notice to the institution, with a copy of the proposed order and an opportunity for a hearing thereon, shall have the force of a decree.

SEC. 68. All appropriations made on and after August 1, 1900, by the State in aid of district, municipal, or private charitable institutions, shall be first considered by the department of charities. All applications from such institutions for aid, either for buildings, repairs, maintenance, clothing, salaries, equipment, or other purposes, shall be made to the department of charities, or, if made to any other official, shall be referred forthwith to that department. On or before the 20th day of each month the department of charities shall submit to the military governor a statement of all applications made to or through that department for aid from the general treasury and of the recommendation of that department in regard to each of such requests. The department will be notified on or before the fifth day of the succeeding month of the action taken by the military governor upon each of such recommendations.

SEC. 69. The department of charities shall submit an annual report to the military governor containing a brief statement of the results of its inspections and investigations, a detailed statement concerning the work of the bureau for placing children in families, and other matters directly under the oversight of the department, statistical information in regard to the number of children and adults supported in the various charitable institutions in the island, the receipts and expenditures of such institutions, and such other information as it may deem desirable.

SEC. 70. Upon the request of the superintendent of the Training School for Boys, or of the superintendent of the Training School for Girls, the department shall have authority to transfer any inmate from either of such schools to the Reform School for Boys or the Reform School for Girls, according to its sex, if, in its opinion, satisfactory evidence is shown that such child is in need of disciplinary or reformatory treatment, which can not be afforded in the training school.

SEC. 71. The department may make such provision for the care and training of blind and of deaf children, and of other physically or mentally defective children, as from time to time may be found to be advisable and for which an appropriation shall have been authorized.

SEC. 72. To secure uniformity of method in the administration of public charity, and to prevent duplication of work, all the authorities, powers, and duties in relation to charitable institutions which have been imposed upon or delegated to the department of state and government, under or pursuant to the provisions of the Spanish royal decree of the 27th of April, 1875, as modified by the decree of the 27th of June, 1881, and made applicable to the island of Cuba by the decree of 14th of January, 1887, commonly known as the beneficencia law, and under the provisions of the civil order issued by the military governor on the 24th of February, 1899, are hereby transferred to and imposed upon the department of public charities created by this decree.

ARTICLE VII.

AMENDMENT OF CIVIL CODE.

SEC. 73. The civil code is hereby amended to read as follows:

Article 156 of said code is amended by striking out the second paragraph of said article.

ARTICLE VIII.

SEC. 74. This decree shall take effect August 1, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

This law was drawn up by Maj. E. St. J. Greble, superintendent of charities and hospitals, with the assistance of Mr. Homer Folks, of the New York State board of charities, who rendered valuable service in the organization of this department.

Later on the following supplementary order was issued:

HEADQUARTERS DIVISION OF CUBA,
Havana, September 7, 1900.

The military governor of Cuba directs the publication of the following order:

In compliance with the provisions of sections 58 and 72 of order No. 271, dated Headquarters Division of Cuba, Havana, July 7, 1900, the alcaldes of municipalities and other designated authorities will take at once the necessary steps to have the proper juntas de patrones appointed for all asylums, hospitals, and other charitable institutions receiving State or municipal aid in the form of money appropriations.

Each junta shall meet as soon as possible after their appointment, and will then establish rules and regulations for the conduct of its business, the management of the institution, and the powers and duties of its officers and employees.

The junta de patrones shall hold regular monthly meetings in the first week of each month and such special meetings as it may determine. At the meeting held in the first week in January, 1901, and in the first week in January of each succeeding year it shall elect from among its number a president, a vice-president, and a secretary, and it shall appoint from among its number a house committee, a finance committee, an auditing committee, and an inspecting committee, which officers and committees shall hold office for one year. Accurate minutes of the proceedings of all meetings shall be kept by the secretary.

Each junta de patrones shall elect from among its numbers, at its first regular meeting after appointment, a president, a vice-president, and a secretary, which officers shall hold office until the regular meeting of the junta held in the first week in January, 1901. At this first regular meeting held after its appointment each junta shall appoint from among its members the following committees, who shall serve until the regular meeting of the junta held in the first week in January, 1901: A house committee and an inspecting committee.

The duties of the house committee shall be:

(*a*) To recommend to the junta the number of employees and their salaries, and to propose regulations defining the duties of the employees.

(*b*) To observe and report to the junta from time to time the conduct and efficiency of each employee, and whether any changes should be made in the same.

(*c*) To regulate and control the purchase of supplies, subject to the approval of the junta.

The duties of the finance committee shall be:

(*a*) To secure, and report to the junta, all information in regard to the property owned by the institution and the revenue which should be received therefrom.

(*b*) To ascertain the actual cost of the maintenance of inmates in the institution and to collect the cost of maintenance from any inmate able to pay the same, or a portion thereof.

(*c*) To secure voluntary contributions to the funds of the institution.

(*d*) To counsel and direct the treasurer in the investment, care, and management of the finances of the institution. All investments must have been submitted to and approved by the junta de patrones.

(*e*) To prescribe for the treasurer such form of accounts and reports as the committee may deem necessary and advisable.

(*f*) To examine all bills and to certify to the junta as to the correctness of all bills and to approve or disapprove the same.

The treasurer, although not a member of the junta de patrones, shall be a member of the finance committee.

The duties of the auditing committee shall be:

To examine treasurer's accounts, together with all securities and investments, within five days prior to the January and July meetings of the junta de patrones, and at such times as the junta may direct, and report to the junta as to the correctness of the same. No member of the auditing committee shall be a member of the finance committee.

The duties of the inspecting committee shall be:

(*a*) To inquire whether the rules and regulations established by the junta and all provisions of law relating to the institution are carried into effect.

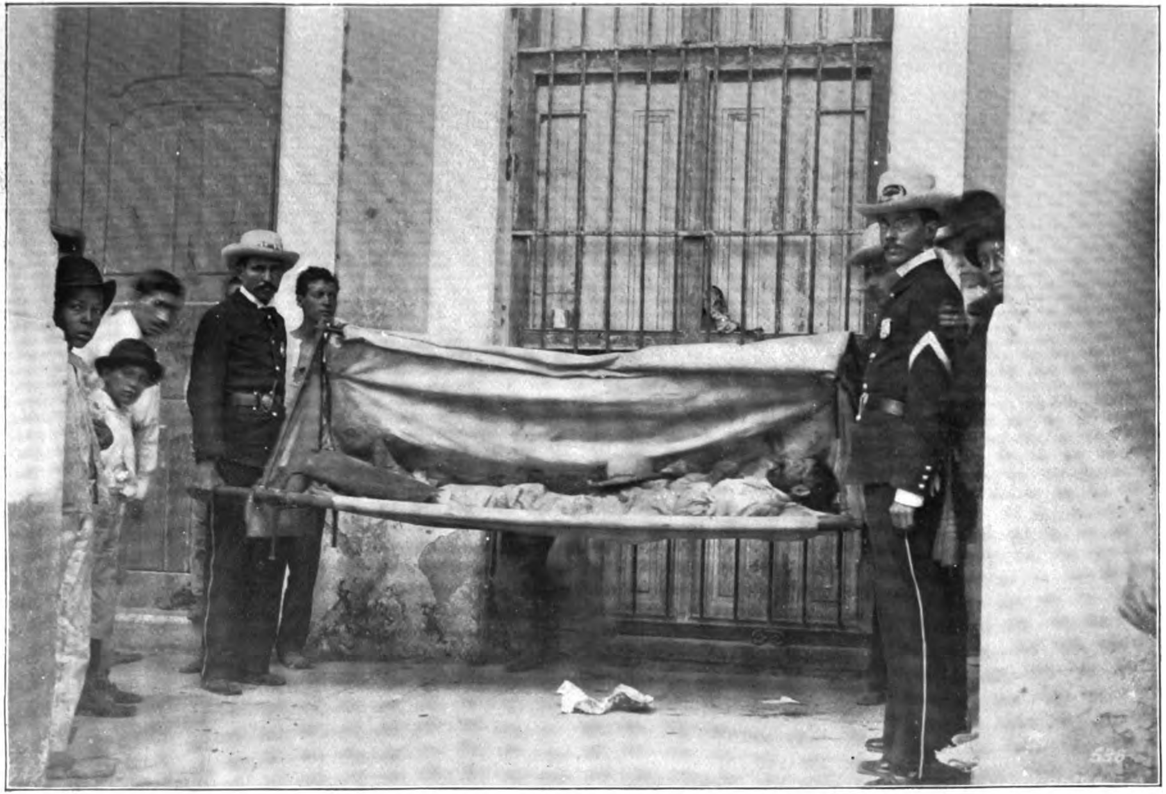
(*b*) To inspect, through one or more of its members, at least once each week, every department of the buildings of the institution, including the morgue, bathrooms, and toilet rooms; to inquire into the behavior of the employees, nurses, and attendants, and the quality and quantity of food and medicines; to examine as to the cleanliness and order of every department of the institution, and of its grounds; to question the medical director and his assistants whenever the committee may deem it necessary, but not less than once a month, as to the condition and work of the institution, and as to the conduct and efficiency of the nurses and attendants.

(*c*) To keep a book in which they shall enter at the close of each visit a statement of their observations and proceedings, which book shall be laid before the junta at its regular meeting.

The junta de patrones shall have power to appoint and remove any employee of the institution, and in case of removal, the cause therefor shall be entered in the minutes of the junta.

No member of the junta shall be eligible for the election to any salaried position in the institution.

Each junta de patrones shall at its first meeting after its appointment recommend the name of a treasurer, whose salary is to be regulated as are those of the other



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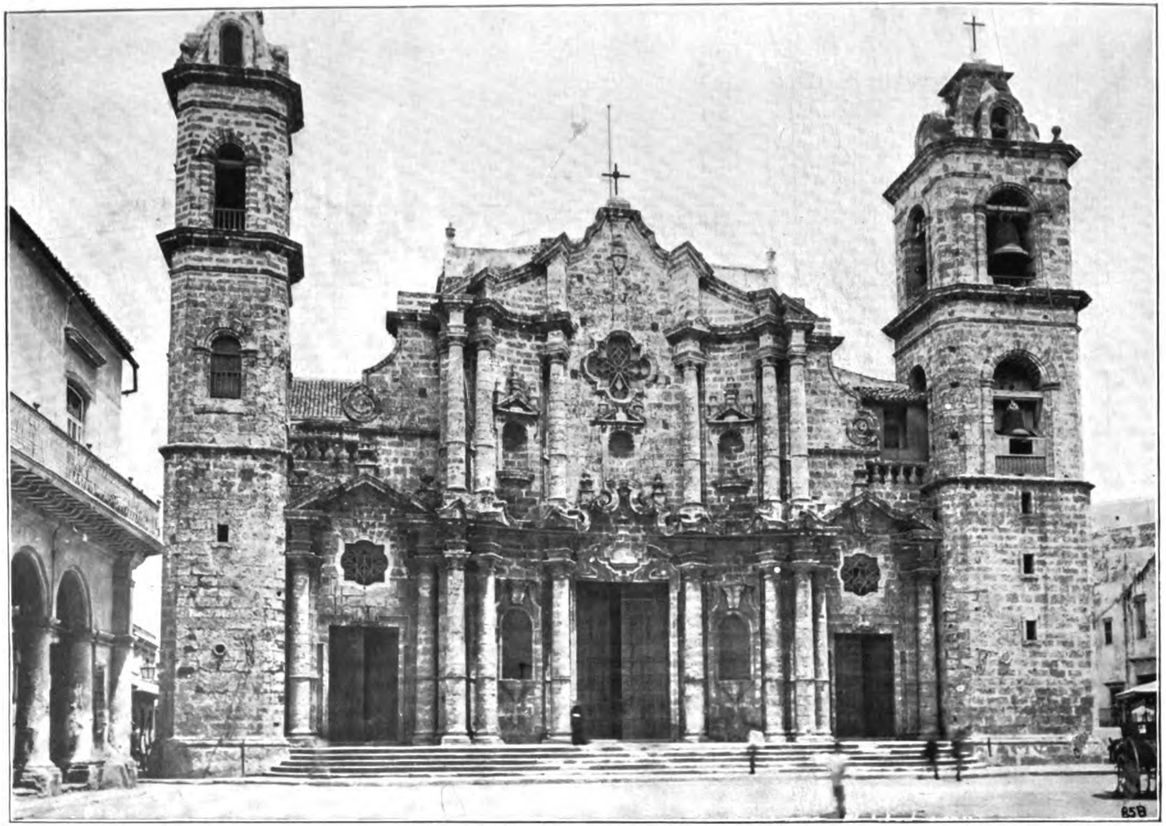
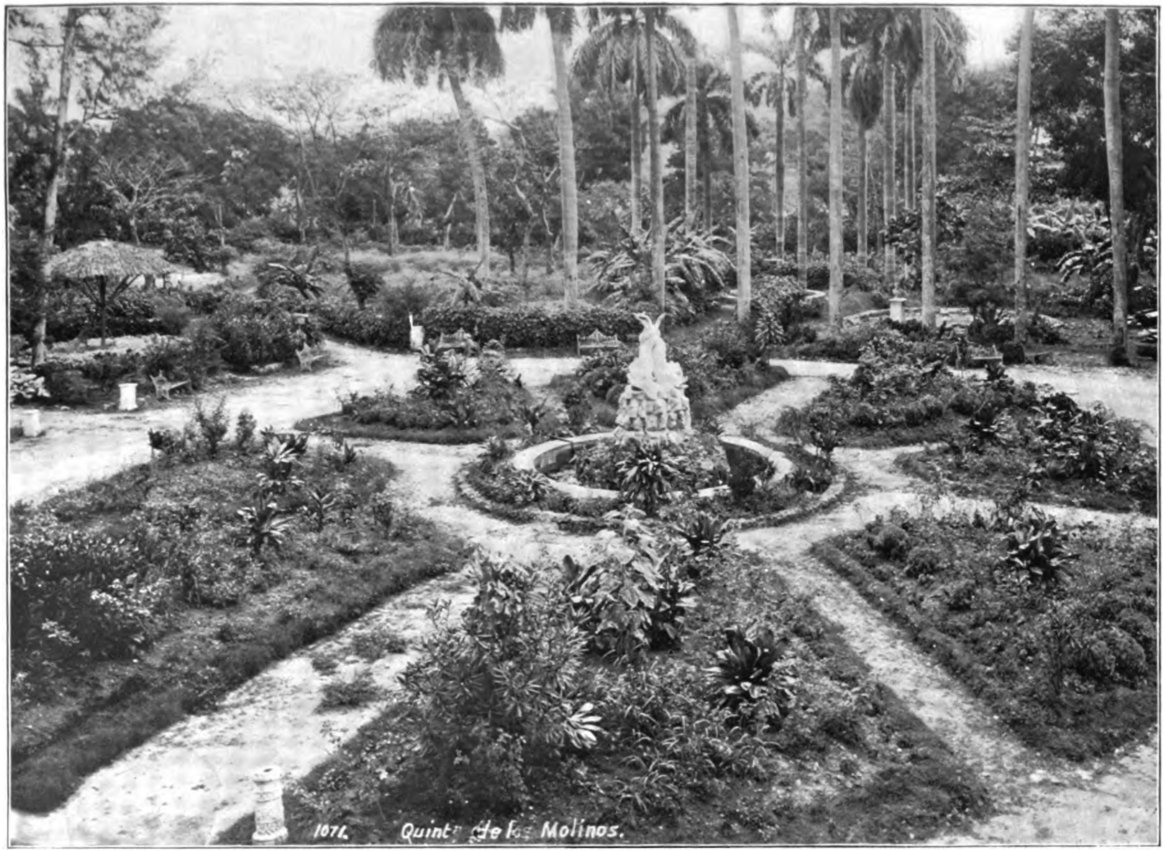
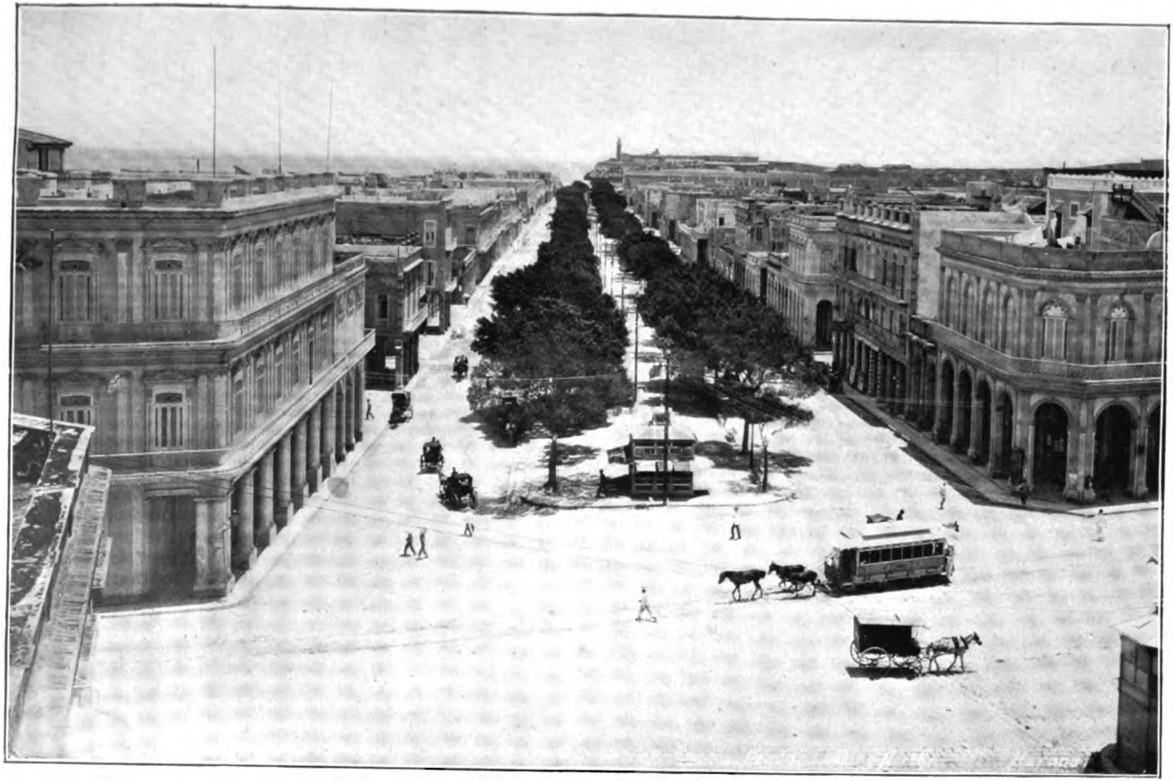


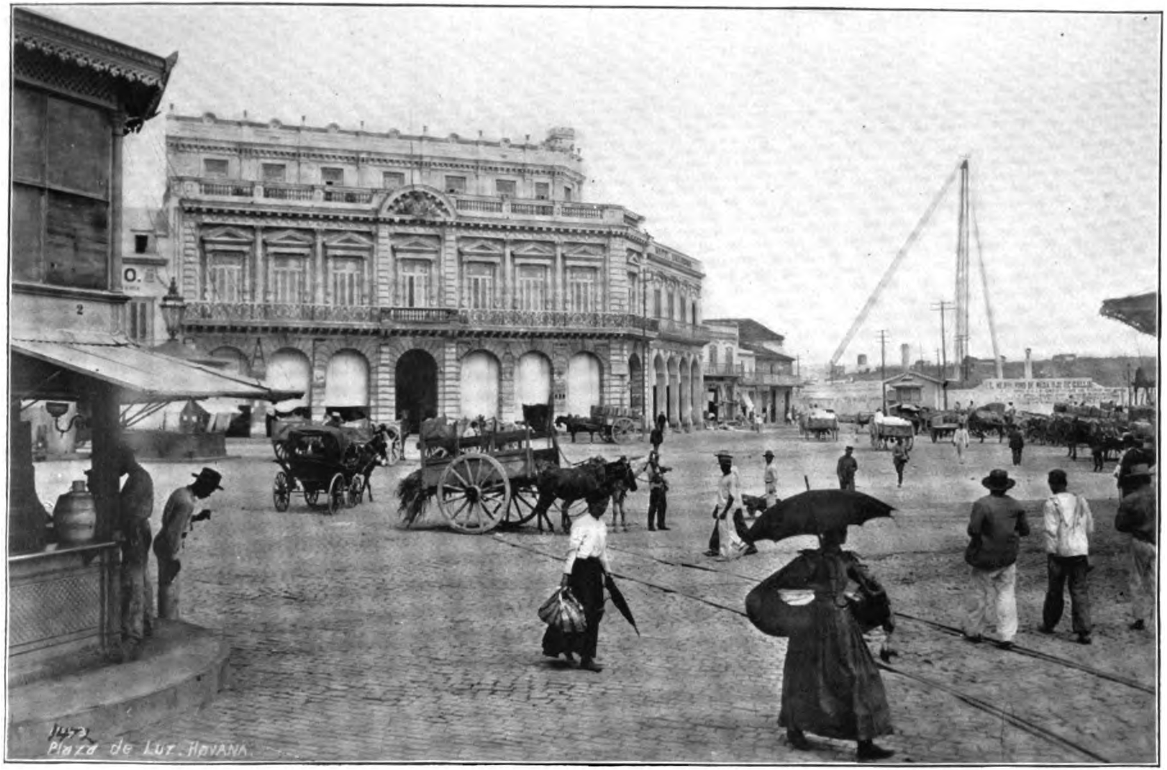
CATHEDRAL, HABANA. (FOUNDED, 1656; FINISHED, 1724.)


1071. Quinta de los Molinos.

QUINTA DE LOS MOLINOS, NEAR HABANA.



PRADO, LOOKING NORTH, HABANA.


1472
Plaza de Luz. Havana.

PLAZA DE LUZ, HABANA.

employees of the institution. Their recommendations of this official, and of his salary, shall be sent direct to the superintendent of charities, Habana, Cuba, for the approval of the military governor. The treasurer shall be a bonded official of the island of Cuba for such length of time as the institutions receive money appropriations from the State. The amount of the bond will be equal to the total sum of money which at any time may be in the possession or at the disposal of the treasurer. After the approval of the appointment of the treasurer by the military governor his bond shall be forwarded to the treasurer of the island of Cuba.

(*a*) The treasurer shall prepare and submit the monthly estimates of funds required to maintain the institution for the month following that upon which the estimate is submitted.

(*b*) He shall be accountable for the property of the institution and responsible for its safe-keeping.

(*c*) He shall receive and have the custody of all moneys belonging or appropriated to the institution.

(*d*) He shall pay the salaries of the officers and employees of the institution, and make all other disbursements of said institution upon the order of the junta de patrones.

(*e*) He shall keep a full and accurate account of all receipts and payments and such other accounts as may be required of him by the junta de patrones, and in such forms as may be prescribed by it.

(*f*) He shall balance his books on the 1st day of each January and make a statement thereof and an abstract of all receipts and payments during the preceding year, and within five days thereafter he shall deliver the same to the auditing committee appointed by the junta.

This committee shall compare the same with his books and vouchers and certify as to the correctness thereof to the junta de patrones at its next meeting.

(*g*) He shall perform such other duties as the junta de patrones may direct.

At the first meeting of the junta de patrones after the receipt of these regulations it will prepare a list of all employees of the institution, stating the title of each employee, and the salary which it recommends shall be paid. This list will be forwarded to the department of charities, Habana, Cuba. When this list has been approved by the military governor, neither the number of employees nor the salary of employees shall be increased except upon the approval of the military governor or of the superintendent of charities.

The junta de patrones will forward to the department of charities a copy of the charter and of the rules and regulations of the institution for the approval of the military governor.

J. B. HICKEY,
Assistant Adjutant-General.

In addition to the beneficencias a large number of temporary asylums for orphans were established during the year 1899. The establishment of these institutions was absolutely necessary. The orphans of soldiers, reconcentrados, and the children of parents who had lost everything were found in such numbers that some measures had to be adopted in order to take care of them systematically, and in carrying out this policy temporary asylums were established throughout the island. These asylums, with a few exceptions, were supported from the State funds. Early in the present year conditions had so far improved that a gradual reduction was commenced in the number of these establishments. In many places the children were returned to their parents or relatives or sent to other institutions. The reduction and consolidation of these asylums and charitable institutions has been steadily continued until the present time, and has been rendered possible by the improved general conditions in the island. We are now down to a nearly normal basis, and one which will continue, probably, for a year or two.

The existing asylums are maintained, or very largely assisted, by the State. Competent teachers have been supplied, suitable fare and clothing are furnished, and the children are being educated and trained to become useful members of the community.

The children placed in families will continue under the supervision and inspection of the department of charities.

The principal asylums are situated in Santiago, Guantanamo, Puerto Principe, Cienfuegos, Matanzas, and Habana.

Hospitals.—Upon the advent of the American occupation the hospitals of Cuba were found to be hospitals only in name. They were practically without equipment, without sanitary arrangements, and without any system of nursing. The whole hospital system has been revolutionized. The buildings have been renovated, and in many instances reconstructed and thoroughly repaired. Enormous amounts have been allotted for supplies and equipments, and to-day we have in Cuba many first-class hospitals, and almost every town of any size has a small hospital with a sufficient supply of medicines, instruments, suitable bedding, and beds. A systematic method of hospital administration has been established, and in the larger hospitals training schools under nurses from the United States. Cuban girls of ability and good character have been taken and placed under instruction and are rapidly learning to be nurses. All hospitals of the island are at present controlled and supported by the General Government, and funds are allotted them through the department of finance on monthly estimates, duly approved by the department of charities. The amount allotted is as nearly as possible a fixed sum, which changes a little from time to time on account of epidemics or unusual number of sick and general causes. The equipment of these institutions has called for a large outlay of money, but the result has been thoroughly satisfactory. The training schools for nurses will have a wide and far-reaching effect for good.

Homes for the aged and infirm.—These are scattered through the island and are at present maintained by the State and governed by the same general rules as hospitals and asylums. They are in most instances under the charge of Sisters of Charity or of other religious orders. These institutions, although many of them are endowed, have been largely assisted from State funds and have also received many new equipments.

Lepers and leper asylums.—Leprosy is generally distributed throughout the island of Cuba, but the number of cases is small. The general type is not a particularly malignant one. It seems to affect particularly the Chinese, negroes, the few Hindoos, and the mixed races. On my first general inspection of the island I found lepers in many of the larger hospitals and in smaller establishments specially devoted to their treatment. Most of these establishments were ill kept, and the lepers were receiving very little consideration or treatment. Their condition was quite that which popular imagination pictures the condition of lepers to be, except in the leper hospital at Santa Clara, which was and is admirably conducted. All others were broken up and the inmates sent to the large hospital in Habana. This institution is an old one, well endowed, but, like the majority of charitable institutions, unable at present to obtain sufficient income from its properties to pay its expenses. Steps are being taken to find a suitable location, preferably on some island of the coast, to which all the lepers of the island can be transferred. It is desirable that they should have an island of sufficient area to give them exercise and room to build their houses and live, as far as a leper can live, the life of a human being. The establishment in Habana is under the charge of the Sisters of Charity.

These devoted women have done everything possible for the people under their care, and in frequent personal inspections of the institution I have always found that the lepers have a real affection for them, consider them as their friends, and appreciate their services.

Treatment of the insane.—The government insane asylum, Mazorra, is situated a few miles from Habana. My predecessor had already commenced the work of reconstruction of this establishment, a work which has been continued by the present administration. It is still far from what it should be. Plans are now under consideration for new buildings which will render the control and treatment of the insane much more easy and beneficial. The suffering and deaths in this institution during the last year of the war were extreme. There were approximately 900 deaths among 1,200 inmates in two years. When I was assigned military governor of Santiago, in 1898, I found most of the insane people confined in civil hospitals. They were in little wooden boxes or pens which were built like small houses, in some instances placed on wheels. The general effect was that of a large dog kennel. In size they were about 10 feet long, 5 feet wide, and 7 feet high, with a door in front, and in the door a small grating through which food and water, etc., were passed. Inside was a board about 14 inches wide, secured to the wall, which served as a bed. In many other towns the insane were found in the prisons. So far as I could see there was no effort being made to cure them.

The conditions under which they existed tended to increase rather than modify their malady. It is impossible to accurately describe the condition of these people. One must have seen them to appreciate it. Early in the present year orders were issued that all the insane throughout the island be sent, under the care of proper individuals, to the general asylum at Mazorra. It will be seen on reference to the law governing charities and hospitals that in this law special effort is made to protect in every way the insane and to prevent advantage being taken of persons under charge of insanity. There is a great amount of work still ahead of us in this department.

It is in the treatment of the insane, lepers, etc., or rather in the failure to give them any proper treatment or consideration, that one sees some of the demoralizing effects which have been produced by preexisting conditions.

The work of Maj. E. St. John Greble, Second United States Artillery, as superintendent of charities and hospitals, has been of the highest character. Under his intelligent and unremitting attention the hospitals and charities of the island have been put upon an efficient footing and wise provision made for the future. Major Greble's work has been in the highest sense constructive and one destined to be of lasting benefit to the people of Cuba. The organizations which he has established, the training schools for nurses, the industrial and reform schools, the provision for proper care of the insane, are all solid foundations for the future government.

ELECTIONS.

Municipal elections.—It was decided early in February that municipal elections should be held throughout Cuba in the month of June, for the purpose of electing municipal officers—i. e., alcaldes, members of city councils, municipal treasurers, municipal judges, and correctional judges. There had been and was at the time much discussion as to the form of electoral law to be employed in these elections. In order to definitely determine this a commission was appointed by Order 73, of February 16, 1900, which follows:

HEADQUARTERS DIVISION OF CUBA,
Habana, February 16, 1900.

The military governor of Cuba directs the publication of the following:

The herein-named persons are designated as a commission to draw up rules and regulations to govern municipal elections: Diego Tamayo y Tejeda, Luis Estévez y Romero, Juan Bautista Hernández y Barreiro, Enrique José Varona, Juan Rius Rivera, Manuel Sanguily, Fidel Pierra, José María Gálvez, Rafael Montoro, Antonio Govín, José García Montes, Eusebio Hernández, Martín Morúa Delgado, J. E. Runcie, Horatio S. Rubens.

The commission will meet at 104 Prado as soon as practicable. The services of the commission, being voluntary, are without salary.

ADNA R. CHAFFEE,
Brigadier-General, United States Volunteers, Chief of Staff.

The gentlemen mentioned in the above order were selected as representing fairly the different political groups or parties. Mr. Runcie and Mr. Rubens were added as representing American ideas and as men familiar with our election laws and regulations. The commission, after a long and rather heated session, submitted two plans—one drawn by the majority, the other by the minority. The majority plan was rejected and that of the minority adopted and published in Order 164 of April 18, the following being a copy thereof. The majority scheme is also published herewith.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 18, 1900.

After careful consideration of the various plans and regulations proposed for municipal elections the military governor of Cuba directs the publication of the following order:

Municipal elections will be held throughout the island on June 16, 1900, at which there will be elected alcaldes, members of the ayuntamientos, municipal treasurers, municipal judges, and correctional judges, as follows:

For each municipality, one alcalde and the number of members of the ayuntamiento now provided by law, one municipal judge, except in Habana, where four shall be elected, one municipal treasurer, and correctional judges as shall hereafter be announced.

Duly elected candidates will take office July 1, 1900, and will continue in office until July 1, 1901.

The following instructions will govern said municipal elections, and the forms herewith published shall be used in carrying on said elections.

Election day, June 16, 1900, is hereby declared a legal holiday.

I. Voters at the municipal elections must possess the following qualifications:

1. The voter must be a native male Cuban or the son of a native male Cuban born while his parents were temporarily residing abroad, or a Spaniard included within the provisions of article 9 of the treaty of Paris, who has not made declaration of his decision to preserve his allegiance to the Crown of Spain, as provided in said article.

2. He must be of the age of 21 years or upward on the day preceding the day of election.

3. He must have resided in the municipality in which he intends to vote at least thirty days immediately preceding the first day of registration, and in addition to the above he must possess any one of the following qualifications:

(*a*) Ability to read and write; (*b*) ownership of real or personal property to the value of $250 American gold; (*c*) service in the Cuban army prior to July 18, 1898, and honorable discharge therefrom, whether a native Cuban or not.

DISQUALIFICATIONS.

II. No person shall be qualified to vote who is insane or an idiot, or who is resident in or supported by any public charitable institution, or who is deprived of or suspended from the exercise of his political rights by sentence of a court, except in cases where the conviction is for a crime of a political character.

CANDIDATES.

III. No person shall be a candidate for office in any municipality other than a qualified elector of that municipality able to read and write.

REGISTRATION OF VOTERS.

IV. There shall be appointed in every municipality a board of registration of voters for every barrio, which shall consist of three residents of the barrio who can read and write, known to be qualified electors, to be elected in the following manner: The ayuntamiento must as soon as possible before the 27th day of April select a supervisor of elections for each barrio of the municipality. Such supervisor of elections shall serve without pay, and shall be a bona fide resident of the barrio and a qualified elector.

It shall be the duty of the supervisor to notify the electors of the barrio that from the 30th of April until the hour of noon of the 4th of May, 1900, they may present to him, at a place within the barrio specified by him, a certificate in which they name one individual as their choice for member of the board of registration and one individual who may act as his alternate. The supervisor of elections shall on the afternoon of May 4 declare that the individuals and their alternates having the three largest number of signatures to their certificates shall constitute the board of registration of the barrio, and he shall issue the proper appointments to such invividuals and forthwith send his report and all certificates received by him to the alcalde, who shall permit the public to inspect them at his office.

Should any individual decline to serve, his alternate shall take his place. Should the alternate also decline to serve, then the individual having the next highest number of signatures and his alternate shall be declared elected, and in all cases where a sufficient number of individuals to constitute the board are not named by certificate the supervisor of elections shall appoint. When the board of election is officially appointed the duties of the supervisor of elections shall end. After the board of registration is once organized absent members shall be replaced by their own or other alternates, or, should the necessity arise, the remaining members may fill the board by the selection of a duly qualified elector of the barrio.

The certificates must show the residence of the signer, and those who not being qualified electors within the barrio who may sign such certificates shall incur the penalties hereinafter provided for.

V. The board of registration in each municipality shall meet on the 6th day of May, 1900, at a place to be previously publicly announced by the alcalde and shall proceed to register, on forms to be furnished for that purpose, all persons who, upon application for registration, are found to be qualified to vote, as herein prescribed.

VI. Any person who applies for registration as a voter shall be put on oath or affirmation to answer truly all questions touching his qualifications as an elector, and he shall also swear that he is not disqualified by Article II of this order, and such oath or affirmation shall be administered by a member of the board to which application is made. In any case the board may require the production of such evidence as may be immediately available in support of the applicant's claim.

Unless the board have personal knowledge that he can read and write, the right to be registered being claimed because of such knowledge, the applicant must be required to read from any book or newspaper, or to write one or more phrases from dictation. A majority of the board shall in every case summarily decide as to whether the applicant shall be registered or not.

VII. The entry in the register in the case of each voter must show—

1. His full name;
2. His age, omitting fractions of years;
3. His place of birth;
4. His place of residence;
5. That he has resided at least thirty days within the limits of the municipality next preceding the first day of registration;
6. Date of registry,

and one of the following facts:

A. That he is able to read and write.
B. That he owns property to the value of $250, American gold.
C. That he is an honorably discharged soldier of the Cuban army.

VIII. Boards of registration must be in session daily for ten consecutive days, beginning the 6th of May, 1900, from 6 in the morning to 6 at night.

IX. No person other than members of the board, a clerical assistant, and applicants for registration shall be permitted to be present at any session.

X. On the day following the last day of registration three exact copies of the register, arranged in alphabetical order of surnames, certified to and subscribed by members of the board, shall be made by each board, and one such copy shall be publicly posted at the place of registration and the other in the building in which the ayuntamiento holds its sessions, and the third shall be mailed to the civil governor. In addition, one certified copy, alphabetically arranged, shall be sent to the alcalde for every polling place, as determined by Article XVII.

XI. The various sheets of the original list shall be fastened together and immediately following the last name the three members of the board shall certify to the total number of names contained in said list, and each member shall subscribe his name thereto. The list shall then be carefully sealed in the presence of the three members and delivered to the alcalde for safe-keeping.

NOMINATION OF CANDIDATES.

XII. No person shall be a candidate for office in a municipal election unless there shall have been presented to the alcalde municipal a nomination of such person, stating the office for which he is to be a candidate, signed by at least 250 registered voters in the municipality of Habana, and by at least 100 registered voters in the municipalities of Santiago de Cuba, Cienfuegos, Matanzas, Pinar del Rio, Santa Clara, and Puerto Principe, and by at least 50 registered voters in all other municipalities. Signatures to a certificate of nomination must be followed by a statement of the residence of each signer. Qualified electors who are unable for any reason to write their names may specially request other electors to sign for them.

XIII. No certificate of nomination of any candidate shall be received after the hour of noon of May 26, 1900, and all such certificates must be accompanied by the acceptance, in writing, of the nomination by the candidates.

XIV. As soon as practicable after the 26th day of May, 1900, the alcalde in each municipality shall transmit to the civil governor of the province a certified list of the names of all candidates duly nominated within the municipality, stating the office for which each candidate is nominated.

XV. The certificates of nomination of candidates shall be open to the inspection of any qualified voter after they have been in the hands of the alcalde for twenty-four hours.

Together with the certified list of names the alcalde municipal shall transmit to the civil governor a statement showing the total number of registered voters in his municipality and also the number of polling places.

TICKETS.

XVI. Upon receipt of the certificates of nomination from the alcaldes, as above provided, the civil governor shall forthwith cause to be printed voting tickets for each municipality within the province, beginning with the tickets for those most remote or most difficult of access from the provincial capital, and he shall provide for each such municipality a number of tickets, not less than three times the number of registered voters thereof or 1,200 for each polling place, and upon the completion of the printing of the tickets for any municipality the same shall be forwarded to the alcalde of the municipality at the earliest time possible.

All tickets in any province shall be of white paper, uniform in texture and general appearance, shall be nontransparent, and there shall be uniformity of size for each municipality.

FORM OF TICKET.

Each ticket shall be divided into parallel columns. At the head of each column shall be designated the name of the office to be filled, and immediately thereunder shall be printed the names, arranged in alphabetical order according to the surnames, of all the candidates duly nominated for that office, with a sufficient number of blank spaces below the last name to permit the insertion, in writing, of the name of any person not nominated, for whom the elector may desire to vote. At the left of each name in each column there shall be a rectangular space, within which the voter must make a cross, with ink, to indicate that the candidate opposite whose name the mark is placed is the one voted for on the ballot.

VOTING.

XVII. The board of registration shall also act as the board of election, and the polls shall be held at the same place where the registration boards met. If, however, the registration lists show more than 400 names, the board of registration shall appoint as many boards of election, consisting of 3 qualified electors within the barrio, as may be necessary to have one polling place for every 400 registered electors.

They shall report the facts to the alcalde when they send in the registration lists, so that the suitable number of voting places may be provided and publicly announced.

No member of the board of registration who shall have accepted a candidacy shall serve in the board of election, his alternate taking his place on taking the proper oath or affirmation. Any vacancy in the board of election on election day shall be filled by the board by the appointment of the alternate of the absent member or other alternate or by the appointment of an elector duly qualified, who shall also take the proper oath or affirmation, which may be taken before a member of the board of election.

XVIII. The polls shall be open for the reception of votes continuously from 6 a. m. until 6 p. m. on June 16, 1900; and two members of the board of election must constantly be present.

XIX. Any member of the boards of elections may administer oaths or affirmations and certify oaths or affirmations required to be administered.

XX. Before receiving any ballots the board must, in the presence of any persons assembled at the polling place, open, exhibit, and close the ballot box, which must contain no paper or substance whatever, and thereafter it must not be removed from the polling place or from the presence of the bystanders until all the ballots are counted, nor must it be opened until after the polls are finally closed. Before the boards receive any ballots they must cause it to be proclaimed aloud at the place of election that the polls are open. When the polls are closed, that fact must be proclaimed aloud at the place of election, and after such proclamation no ballots must be received.

Voting may commence as soon as the polls are open and may continue during the time they remain open.

XXI. Before entering upon the exercise of their duties all supervisors of election and members of boards of registration or of election and all clerks shall make oath or affirmation, in writing, to perform their duties faithfully and honestly, and may be taken before any judge of first instance, or any municipal judge, or the alcalde municipal, or before a member of the board of elections in the case provided by Article XVII. All such oaths or affirmations shall be inclosed with the final returns of the elections.

XXII. Each registration board shall appoint one clerk, who shall do the necessary clerical work of the board of registration and of the board of election, and the alcalde shall transmit to the board of election in each barrio, before the hour of opening the polls, the alphabetically arranged certified copy of the registered voters of such barrio, together with the proper number of tickets.

XXIII. There shall be provided at each voting place separate apartments, or, if this is not practicable, desks or tables sufficiently screened from observation of bystanders, at which the voter may prepare his ballot in secrecy. For this purpose the alcalde shall provide the necessary writing materials for the use of voters in preparing their tickets. As many such apartments or desks or tables shall be provided as may in the judgment of the election board be required, and not less than 1 for every 100 registered voters.

XXIV. Any voter, otherwise qualified, who is unable for any reason to mark and prepare his ballot, may call upon any member of the board of election present to assist him in preparing his ticket, and it shall be the duty of such member, in the presence of one other member of the board, to do so, and to mark the ticket as directed. No other person shall be permitted to be within hearing or the possibility of observation at the time such ticket is being marked.

XXV. A person entering the polling place for the purpose of voting shall announce his name to the board of election, one member of which shall immediately repeat the name in a loud, distinct voice; the clerk shall then examine the certified list of registered voters of the barrio, and shall announce to the board whether or not such name is found therein. If the name is found duly registered, a member of the election board shall deliver to the voter one ticket, and shall indicate to him the place where his ticket may be prepared.

XXVI. If, for any reason, the voter, in preparing his ticket, shall spoil the same so as to make it unavailable for the purpose of voting, he shall return it to the board of election. Tickets so returned shall be marked "Returned" on the face and kept by the board. Another ticket shall thereupon be delivered to the voter, but not more than three tickets shall be given to any person. No writing or other marks shall be placed upon the ballot, except a cross opposite the name of each person for whom the elector desires to vote, and except the names of such individuals not on the printed list as the elector may desire to vote for.

XXVII. After preparing his ticket, the person offering to vote shall fold it in such manner that no portion of the face of the ticket shall be visible; and it must not, for any reason whatsoever, either by the voter or any election officer, be unfolded or the face exposed previous to depositing it in the ballot box. The ballot so prepared must be handed by the voter to a member of the board of election, and announce his name at the same time. The presiding officer must receive the ballot, and before depositing it in the ballot box shall again announce in a loud and distinct tone the name and residence of the voter.

CHALLENGE.

XXVIII. Any person offering to vote may be orally challenged by any elector of the municipality, at any time after he enters the polling place, and before the ballot is actually deposited in the ballot box, upon any of the following grounds:

1. That he is not the person whose name appears on the register.
2. That he failed to fulfill in any respect the conditions prescribed in Paragraph I of this order.
3. That he is disqualified for any of the reasons set forth in Paragraph II of this order.
4. That he has previously voted at the same election at another polling place.
5. That he has paid, offered, or promised to pay or contribute any money or other valuable thing as compensation or reward, or has been paid, or has accepted an offer or promise of, any money or other valuable thing as compensation or reward for his vote, for the giving or withholding of a vote at this election, or that he has become, directly or indirectly, interested in any bet depending upon the result of this election.

XXIX. If the challenge is made on the ground that the person offering to vote is not the person whose name appears on the register, the board must tender to him the following oath or affirmation: "You do swear (or affirm) that you are the person whose name is entered on the register of voters of this district."

If the challenge is on any other ground the board shall tender to the person offering to vote an oath or affirmation in similar form, substantially denying the truth of the ground of the challenge.

XXX. In any case of challenge it shall be determined in favor of the party challenged upon his taking the oath or affirmation tendered, which oath shall be subscribed by him and kept by the board of election.

If any person challenged refuses to take and subscribe the oath or affirmation tendered he must not be allowed to vote.

If the challenge is determined against the person offering to vote, the ballot offered must, without examination, be marked "Rejected on challenge" and kept by the board of election.

The clerk of the board shall keep a list showing the names of all persons challenged, the ground of such challenge, and the determination upon the challenge.

XXXI. If the elector be not challenged, or if the challenge be not sustained, the presiding officer must, in the presence of the other members of the board and in the presence of the elector, place the ballot, without opening or examining the same, into the ballot box, and the voter shall forthwith pass from the polling place. When the ballot has been placed in the box the clerk must write the word "Voted" opposite the name of the elector on the certified copy of the register of voters, and shall enter the name of the voter on the poll list.

Immediately on the closing of the polls the poll list made by the clerk shall be certified to by the members of the board of election and by the clerk in the following form:

At the municipal election held in the ——— municipality of ———, barrio of ———, on the 16th day of June, in the year 1900, A B, C D, and E F, members of the board of election at ———, and G H, clerk of said board, respectively, swore or affirmed to perform their duties, as required by the election law, previous to entering on their respective duties.

(Then shall follow the names.)

——— ———.
——— ———.
——— ———.

We certify that the above is a correct list of the electors who voted at the said election, and that the total number of such electors voting amounts to ———.

——— ———,
——— ———,
——— ———,
Members Board of Election.
——— ———, *Clerk.*

XXXII. As soon as the polls are finally closed and the list certified the board of each barrio must immediately proceed to count the votes given at such election, and the counting must be continued without adjournment until all the votes are counted and the result announced. Any candidate may designate in writing to the board of election of any voting place the name of any qualified elector of the barrio who may represent such candidate at the polling place of the barrio, and who shall be entitled to be present during the continuance of the count. No other person shall be present during the counting of the votes.

XXXIII. The count must be commenced by taking out of the box the unopened ballots and counting the same to ascertain whether the number of ballots corresponds with the number of names on the poll list. If two or more separate ballots are found so folded together as to present the appearance of a single ballot, they must be laid aside until the count of the ballot is completed. Then if, upon a comparison of the count with the number of names of electors on the poll list, it appears that the ballots thus folded together were cast by one elector they must both be rejected. The ballots must be immediately replaced in the box, and if the ballots in the box exceed in number the names on the list, one of the board must publicly, and without looking, draw out therefrom singly and destroy unopened a number of ballots equal to such excess, and the board must make a record on the poll list of the number of ballots so drawn and destroyed.

XXXIV. The board must then proceed to count and ascertain the number of votes cast for each person voted for.

The ballots must be taken out and opened by one of the members of the board, and the ticket must be distinctly read aloud. The clerk shall write down each office to be filled, and the name of each person voted for to fill such office, and shall keep the number of votes by tally as they are read aloud. If during the count two tickets are found folded together in the form of one ballot, they must both be rejected.

No ballot or part of ballot must be rejected because of any obscurity therein if the board from an inspection of the ballot can determine with certainty the person voted for and the office intended.

If the names of more persons are designated on any ballot found in the box for the same office than are to be chosen for such office, then all the names designated for such office on such ballot must be rejected, and such rejection must at the time thereof be noted on the ballot and signed by a majority of the board.

Any ballot found in the box which bears upon the outside thereof anything by which such ballot may be readily distinguished from other legal ballots must be rejected, and a note of such rejection, with the reason thereof, must be entered on the ballot and signed by a majority of the board.

Any ballot found in the box which is so marked on the outside thereof as to tend to impart a knowledge of the identity of the person who voted such ballot shall in like manner be rejected.

Whenever the board of election rejects a ballot, or any part of a ballot, it must at the time of such rejection cause to be made thereon and signed by the majority of the board an indorsement of such rejection and of the causes thereof.

All rejected ballots must be preserved and returned in the same manner as other ballots, but in a separate package.

XXXV. The ballots, as soon as read or rejected for any cause, must be strung upon a string by one of the members of the board, the rejected ballots to be strung separately, and the ballots must not thereafter be examined by any person, but must, as soon as all are counted, be carefully sealed in a strong wrapper, marked "Ballots cast at the municipal election, municipality of———, barrio of———, at ———, on the 16th day of June, 1900," each member of the board writing his name across the seal. In like manner the rejected list and all other papers relating to the election shall be wrapped, signed, and sealed, suitably marked for identification, and transmitted to the alcalde, who shall hold them subject to the order of the military governor.

XXXVI. After all the votes are counted, the clerk shall make a tally list, setting forth the names of all persons voted for, and for what office, and the number of votes given for such candidate, the number being written at full length, and such list must be signed by the members of the board and by the clerk, substantially in form as follows:

"We hereby certify that at the municipal election in the municipality of———, in the voting place of—————, and barrio of———, A B had———votes for the office of alcalde; C D had———votes for the office of alcalde; E F had —————votes for the office of municipal judge," etc.

The tally list shall be made in duplicate, shall be read aloud, and one copy thereof to be sent to and kept by the alcalde, the other, together with the poll list, to be forwarded direct to the civil governor of the province. The alcalde shall announce, as soon as practicable after the receipt of the tally list from all the election places of the municipality, the candidates who have received the highest number of votes for each of the offices, and shall declare such candidates elected.

As soon as practicable after the receipt of the poll list by the civil governor, he shall cause each such list to be published in the official bulletin of the province.

XXXVII. Members of the board of registry and election shall serve without pay, and clerks shall be paid at the rate of $2 per diem while actually engaged in the performance of their duties.

XXXVIII. The boards of registry and election may call upon the municipal police or the rural guards to keep the peace in and about the place of registry and of voting, and to protect them and the electors in the free exercise of their duties and rights, and may, in case of absolute necessity, call upon the nearest military commander, if the protection of the police and rural guards be ineffectual.

PENALTIES.

XXXIX. Every person who shall sign a certificate of nomination of two or more candidacies for the same office, or of two or more members of a board of registration, shall, on conviction thereof, be punished with imprisonment for not less than thirty days nor more than sixty days.

XL. Every person who shall knowingly present a certificate of nomination, or a certificate naming a member of a board of registry, bearing a false or fictitious name or names, or signed by others than qualified electors of the municipality or of the barrio, as the case may be, or who, not being a qualified elector of the municipality, shall sign a certificate of nomination, or, not being a qualified elector of a barrio, shall sign a certificate, designating a member of the board of registration, or any person who shall sign a fictitious name to any certificate, or the name of another elector, unless the latter can not sign and specially request such signature, shall, on conviction thereof, be subject to a fine of $500, or to imprisonment for one year, or to both such fine and imprisonment.

XLI. Every person charged with the performance of any duty under the provisions of this order, relating to elections, who willfully neglects or refuses to perform it, or who knowingly and fraudulently acts in contravention or violation of any of the provisions of this order, or knowingly and fraudulently deprives any individual of his right to register or vote, shall be punishable, on conviction thereof, by imprisonment for not less than six months nor more than one year.

XLII. Every person who willfully causes, procures, or permits himself to be registered as a qualified elector in any municipality, knowing himself not to be entitled to such registration, or who shall register in two or more places at the same election, shall be punishable, on conviction thereof, by imprisonment for not less than six months nor more than one year.

XLIII. Every person, not entitled to vote, who fraudulently attempts to vote, or who, being entitled to vote, attempts to vote more than once at this election, or who procures, assists, or advises another person to give or offer his vote, knowing that such person is not qualified to vote, shall be punished, on conviction thereof, by imprisonment for not less than three months nor more than six months.

XLIV. Every person, not entitled to vote, who fraudulently votes, and every person who votes more than once at any one election, or who knowingly hands in two or more tickets folded together, or changes any ballot after same has been deposited in the box, or adds or attempts to add any ballot to those legally deposited, either before or after the ballots have been counted, or who makes or places any distinguishing mark or device on any ballot, with the view to ascertain the name of any person for whom the elector has voted, or who carries away or destroys, or attempts to carry away or destroy, any poll list or ballot or ballot box, for the purpose of invalidating such election, or willfully detains, mutilates or destroys any documents provided for in this order, or who unlawfully opens any package of such documents after the same have been sealed, as herein provided, or who alters, mutilates, or counterfeits any certificates of the result of such election, or in any manner so interferes with the lawful conduct of such election, or with the voters' lawful exercise of their right of voting at such election as to prevent such election from being fairly and lawfully conducted, shall be punishable, on conviction thereof, by imprisonment for not less than one year nor more than three years.

XLV. Every person who, by force, threats, bribery, or any corrupt means, attempts to influence any elector in giving his vote, or to deter him from registering as a qualified voter, or from giving his vote, or attempts by any means whatever to restrain or disturb any elector in the free exercise of his right of suffrage, or to deter any elector from signing any petition for the nomination of any candidate; or who, being and acting as a member of any board of elections, shall advise or induce, or attempt to induce, any elector to vote differently from what such elector intended or desired to vote; or who, being a member of the board of elections, and called upon to mark a ballot for any elector under the provision of paragraph XXVI, fails to mark the same as directed by such elector, or who at any time thereafter shall ever disclose or reveal, directly or indirectly, the names of the candidates voted for by such elector, shall, upon conviction thereof, be punishable by imprisonment for not less than six months nor more than one year.

XLVI. Every person who makes, offers, or accepts any bid or wager on the result of this election, or on the success or failure of any candidate, or on the number of votes to be cast in the aggregate, or for any particular candidate, upon conviction thereof shall be disqualified to hold any office as the result of such election, and shall be punished by imprisonment for not less than one month nor more than three months.

XLVII. Every person who holds any public office, or who, being a candidate for such office at this election, offers or agrees to appoint, or procure the appointment or nomination of, any particular person to an office as an inducement or consideration to any person to vote for or to procure or aid in procuring the nomination or election of such candidate; or who threatens or offers to remove or reduce from office, or raise or secure the reduction or raising of the salary of any employee in the public service, for the purpose of controlling the action of such employee in the exercise of his electoral right, shall, on conviction thereof, be disqualified to hold any office, and shall be punished by imprisonment for not less than six months nor more than two years.

XLVIII. Every person who refuses to an employee under his direction who is entitled to vote or register at this election the opportunity of presenting himself for registration or voting, or subjects such employee to a reduction of wages or any other penalty because of the exercise of such privilege, shall be, upon conviction thereof, punished by imprisonment for not less than three months nor more than six months.

XLIX. It shall be the duty of the alcaldes, and of all persons charged with any duty under this order, to institute a prosecution against any person or persons whom they shall find reason to believe guilty of a violation of any of the foregoing provisions.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

Supplementary orders 182, 211, 212, and 227 were also issued, as follows, to which attention is invited:

No. 182.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 30, 1900.

The military governor of Cuba directs the publication of the following:

In the coming elections printing and ballot boxes will be paid for by the state.

The state will also pay the salaries of the clerks of registration at the rate of $1.50 a day for days actually occupied. Vouchers to be certified to by the alcaldes.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

Official:
J. B. HICKEY,
Assistant Adjutant-General.

No. 211.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 23, 1900.

Inasmuch as the proposed charter for the city of Habana, recently submitted to the military governor of the island, calls for certain modifications of the existing electoral law, and further, as many requests have been made that the electoral law be modified to comply with the general principles laid down in the proposed charter, the military governor of Cuba issues the following order:

I. The municipal district of Habana is hereby subdivided, for the purpose of the municipal elections, into six electoral districts in the following manner:

(*a*) The first four electoral districts will, respectively, embrace the first four municipal districts which appear in the regulations of the district, as follows:

The first district will embrace the wards of Templete, Casa Blanca, San Felipe, Santo Cristo, San Juan de Dios, Angeles, San Francisco, Santa Clara, Santa Teresa, Paula, and San Isidro.

The second district will embrace the wards of Punta, Colón, Monserrate, San Leopoldo, and San Lázaro.

The third district will embrace the wards of Tacón, Dragones, Marte, Guadalupe, and Peñalver.

The fourth district, the arsenal, Ceiba, Jesús María, Vives, and San Nicolás wards.

(*b*) The Chavez, Pilar, Atarés, Pueblo Nuevo, Príncipe and Velado, and Villanueva wards will form the fifth electoral district; and

(*c*) The sixth electoral district will be formed by Jesús del Monte, Luyanó, Arroyo Apolo, Cerro, Puentes Grandes, Arroyo Naranjo, and Calvario wards.

II. In each district there shall be as many voting places as provided for in Article XVII of Order No. 164 of April 18, 1900.

III. Each electoral district will nominate four councilmen.

IV. Each voter is permitted to vote but for three councilmen, one correctional judge, and three municipal judges.

V. The mayor, the municipal treasurer, and likewise the municipal and correctional judges, will be voted for at the same time in all the municipal district of Habana.

VI. Article XII of Order No. 164, as applied to the municipal district of Habana, is modified as follows: No person shall be a candidate for the office of councilman in the municipality of Habana unless there shall have been presented to the municipal alcalde a nomination of such person, stating the office for which he is to be a candidate, signed by at least 100 registered voters of the electoral district in which he is nominated.

For the designation of the other offices the provisions of Article XII will remain in force.

VII. The time granted for the presentation to the municipal alcalde of the certificates of nomination of candidates is hereby extended for the municipal district of Habana to 12 o'clock of the morning of June 1, 1900.

VIII. Twenty-four hours after presenting the petitions to which the previous article refers the mayor of each municipality will forward to the civil governor of the province a certified list with the names of all the candidates properly designated in his district, stating the office for which they are designated. The mayor of Habana will forward a certified list containing the names of the councilmen, stating the districts that have designated them.

IX. The civil governor of Habana, bearing in mind the designation of councilmen by district to which this order refers, will cause the necessary ballots to be printed.

X. The secretary of state and government will verbally or in writing solve any doubts that may arise in consequence of this order.

XI. The municipal mayor of Habana will solve the doubts arising about the boundaries of the wards and districts of Habana.

J. B. Hickey,
Assistant Adjutant-General.

No. 212.

Headquarters Division of Cuba,
Habana, May 23, 1900.

The military governor of Cuba directs the publication of the following order:

The vouchers for payment of clerks of registration and election referred to in Order No. 188, series of 1900, these headquarters, will, after being made out on form "09 Finance Department" and certified to by the chairman of the respective board, be sent to the mayor of the municipality, who will certify to the barrio in which the service was rendered, giving also the number of barrios in the municipality. The vouchers will also bear the seal of the municipality. They will then be sent to the secretary of state and government, who will forward them to these headquarters, after the election is completed, for payment.

J. B. Hickey,
Assistant Adjutant-General.

No. 227.

Headquarters Division of Cuba,
Habana, June 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. On the day of election the electoral board at each voting precinct shall appoint a committee of one qualified voter from each political party represented at the polls to aid and assist those voters who are unable to prepare their ballots but who have qualified under different provisions of the electoral law entitling them to vote.

II. Where there are no distinct political parties voters who for any reason are unable to prepare their ballots and who do not think it necessary to avail themselves of the aid of the electoral board in the manner specified in Article XXIV of Order No. 164, series of 1900, are hereby authorized to get any qualified voter of the same barrio to assist them to prepare said ballots as stated.

J. B. Hickey,
Assistant Adjutant-General.

The majority report on the election rules was as follows:

Rules for the Municipal Elections.

[Majority report.]

ELECTORS.

The following are electors: ———, ———, ———.

ELIGIBILITY.

1. All the electors who can read and write are eligible; those disabled by the municipal law in force excepted.

ELECTORAL DIVISION.

2. The existing electoral division shall prevail. The electoral section may be subdivided into subsections in case the number of electors should warrant such subdivision. Each ayuntamiento will, in view of the election lists, divide the electoral sections, when necessary, into subsections, each one to contain not more than 250 electors. The subsections shall be numerically arranged within each of the sections.

3. The actual number of councilmen now corresponding to each ayuntamiento shall also remain in force.

PETITION FOR REGISTRATION.

4. The petitions for registration shall be made in writing by the petitioner to the judge of primera instancia of his residence, so as to be registered in the respective electoral list. The petitions shall contain: (1) The name and surname of the petitioner; (2) the condition of being a native of Cuba or of being naturalized, in either case stating place of birth; (3) the age; (4) the exact residence (domicilio); (5) time of residence in the municipality prior to the date of the petition; (6) grounds on which the petition be founded; (7) the statement that the petitioner is not disqualified by the law; those that should petition their registration on the ground that they have served in the Cuban army shall, if they are not native Cubans or naturalized, state their birthplace; (8) those unable to read or write shall make their petition by applying personally before the judge; (9) any resident that shall declare under oath that he is over 21 years of age and a native of Cuba, or naturalized, may ask in writing the registration of other residents in the same municipality, according to rule 4, and may evince their electoral qualifications as provided for in the following rule.

QUALIFICATION—HOW PROVEN.

5. The nativity or naturalization, the age, the residence, the time of residence, the ownership of all kinds of property for not less than $250 in gold, and the circumstance of not being disqualified by the law, will be proven by taking an oath or affirmation on honor by the petitioner. In either case, the judge shall direct the petitioner to take the oath or make the affirmation, instructing him of the penalty of perjury. The ratification of the oath shall be made in writing and according to the blank form appended to these rules; said record of the oath shall be signed by the petitioner, by the judge, and by the clerk of the court in which the oath be taken. If the petitioner should be unable to sign, some other party present at the proceedings should sign upon his behalf and upon his requirement.

6. The electors petitioning their registration because of their ability to read and write shall present their petition in their own handwriting. The judge will require the petitioner to fill in his presence the blank form referred to in the preceding rule.

7. The circumstances of the petitioner having served in the Cuban army shall be established by exhibiting a certificate of license without unfavorable notes.

8. Each petition and the proofs belonging to the same shall be made a matter of record containing the number properly pertaining to the case.

TIME FOR THE PETITION.

9. The petitions for registration shall be made during thirty running days, Sundays included, from 7 a. m. to 6 p. m. These dates shall start in Habana, Pinar del Rio, Matanzas, and Santa Clara three days after the publication of these rules in the gaceta, and in Puerto Principe and Santiago de Cuba eight days after the aforesaid publication.

10. The judge shall previously set a reasonable time to admit petitions of registrations from parties residing in municipalities located outside of the capitals of the judicial circuit, having in consideration the respective circumstances of each municipality, but in all cases within the time specified in the previous rule. The aforementioned time will be not less than three days in all cases. The judge will inform the several mayors of the designation of such time, in order that they may properly publish it.

11. For the purposes referred to in the preceding rules, the court shall in due time sit in the capital site of each municipality.

12. The residents in the municipalities referred to in the two preceding rules may also present their petitions of registration in the capital site of the judicial circuit, the provisions of rule 2 being applicable to them.

13. The municipal judge or judges of the several capital sites of the municipalities shall act in the place of the judges of primera instancia during the absence of these in all matters relating to the registration of electors residing in the municipalities to which said capital belongs and to the recording of the oaths or affirmations.

CHALLENGES.

14. Every day, and at the early hours of the same, a list comprising the names and surnames of those that have applied for registration during the previous day, setting forth their conditions as natives of Cuba or naturalized, the residence and the grounds for the registration, shall be posted at the door of the court of primera instancia or at the office wherein the same should be sitting at the time.

15. Any resident of the municipality, who may be a native of Cuba or naturalized, over 21 years of age, may challenge in writing the registration of any one of the petitioners, provided the challenge be made within twenty-four hours and for a legal cause that shall be proven. If not able to write, the challenge may be made by personally appearing before the judge.

16. The challenger will affirm under oath that he is qualified with the required personal conditions, and this shall be made a matter of record in the blank form appended to these rules.

17. In all cases when the proof should not accompany the alleged cause of the challenge the judge will set a fixed period of twenty-four hours in which to produce the proof.

18. The petitioner challenged will be summoned immediately, including in the summons the name and surname of the challenger and the alleged cause of the challenge, requiring that he appear before the judge within twenty-four hours with the evidence of his defense.

19. If the cause alleged by the challenger should not be sustained by proof, the challenger shall be prosecuted for slanderous denunciation (libel) if the alleged cause should have been any one of the electoral qualifications that are to be proven by oath.

TIME FOR DECISION.

20. The judge shall determine all requests for registration and challenges within eight days after the ending of the days referred to in rule 9 for the registration of electors.

21. Against the action of a judge there will be no further appeal, except in the case of criminal responsibility for prevarication.

ANNOUNCING JUDICIAL RESOLUTIONS.

22. The judge will post to the public a list of all the first and second names of the petitioners whose petitions have been accepted, and another of those whose petitions have been rejected, expressing the reasons. The said lists will refer to the petitions resolved upon the day previous to the posting.

REGISTER OF ELECTORAL INSCRIPTIONS.

23. The judge will form in accordance with his decisions a "register of electoral inscriptions" in every one of the municipalities within the territory of a judicial district. Regarding the municipalities comprising in their territories more than one court of primera instancia, each judge will form a register limited to its respective district. If the municipal district coincides in limits with those of the judicial district, the judges will form but a single register.

24. In the register will be entered in alphabetical and numerical order the names (both first and second) of the elector, his quality of being a Cuban born, or from another country, according to rule 4, expressing in all cases the place of birth, age, and residence (domicilio); time of residence; whether he knows how to read and write; the concept of the inscription and the nnmber of the respective record.

25. The register or registers, as the case may be, will be closed eight days after the expiration of the time assighed to the judge for his resolution. As soon as the acting judge and secretary have numbered, marked, signed, and sealed them they will be sent without delay and duly guarded to the corresponding ayuntamiento.

26. The register will be public.

PARTIAL LISTS.

27. As soon as the mayor receives the register or registers, as the case may be, he will convene the municipality to an extra session with permanent character. Within the term of three days the ayuntamiento will proceed to the distribution of the electors in the polling places, sections, or subsections, according to the established division and subject to the respective residence, making in correct alphabetical and numerical order as many partial lists as there may be polling places, sections, or subsections. The lists will comprise the names (both first and second) of the electors, age, residence, and grounds on which they ask for inscription. They will bear, besides, two blank columns for the vote. The said term will be extended to five days for the municipality of Habana and to four to the capital cities of the other provinces.

28. These lists will be immediately posted to the public in the city halls during two days, during which all claims limited to the correction of errors that may appear and the omissions incurred in forming them will be entered. The ayuntamiento will resolve, according to the records of the register, what it may deem right, in the limited term of two days.

29. After the errors have been rectified and the omissions corrected, the ayuntamiento will immediately resolve upon the printing of the partial lists, which will be posted in due time in the city hall and in the voting places.

30. Four copies of the electoral lists will be sent to each board, two to the civil governor of the province and two to the secretary of state and government. The municipality will keep ten copies of the lists.

CONSTITUTION OF THE ELECTORAL BOARDS.

31. Eight days previous to the one appointed by the government for the constitution of the provisional electoral boards, the municipalities will assign within the respective polling places, sections, or subsections, if there be any, the place for the polls, taking care that annexed to the room where the voting table is placed, there may be another connected only with the first one.

32. Eight days previous to the one selected for the election, at 7 o'clock a. m., the provisional board will be constituted, formed by a member of the municipality, who will act as president, and four electors taken from those present—the two oldest and the two youngest—who will act as secretaries for the canvassing of the votes. They must know how to read and write. The municipal board will appoint the presidents.

33. If the number of electoral boards is larger than the number of councilmen the municipal council will appoint presidents out of the electors who can read and write, belonging to the electoral college, sections, or subsections of the respective electoral boards, until the required number is completed.

34. After the provisional board is constituted the election of a permanent board will be immediately made. This will consist of one president and four canvassing secretaries, who must be electors of the electoral college, section, or subsection, and who must know how to read and write.

35. The act of voting will take place as follows:

The elector will give his name, and if he appears in the list of the electoral college, section, or subsection, will deposit by his own hand in the ballot box, which will be made of crystal or transparent glass, one rolled ticket, which will contain three names, one for chairman and two for secretaries. The president will say in a loud tone of voice, "The elector (here his name) has voted;" and two of the secretaries will note it so in the first of the two blank columns in the list with the word "voted." The president, if an elector, and the secretaries shall vote last. The tickets may be printed or hand written, but they must be precisely on white paper. The vote will be closed at 4 o'clock. Immediately after, the president, opening the ballot box, will announce that the canvass is to take place.

36. The canvass will be made, the president taking the tickets one after another from the ballot box. He will unfold them and deliver them to one of the secretaries to have them read in a high tone of voice and have them deposited on the table in the same order they are taken from the box. The other secretaries will keep the tally at the time. The three records will be compared, and in case of doubt they will be compared with the tickets deposited on the table. Every elector has the right to read by himself or to have the tickets read, counted, and compared over again with the record taken by the secretaries.

37. The doubtful tickets will be set aside and the canvass will continue until ended. The board will examine them after and by majority of votes will decide. In those tickets where the designation of chairman and secretaries is omitted it will be understood that the first is voted as president and the two following ones as secretaries. When more than three names be written, the first three will be designated. The illegible ones will be declared void. Misspelled words, slight difference of name and surname, inversion of same or omission of any will be decided favorably by the board when there be no other name in the electoral place, section, or subsection that may be mistaken for the name written in the ticket. When two or more tickets be found rolled up together and they contain the same names in the same order, they will be entered as a single one. But if there is any difference of some value that may affect the offices, such tickets will be declared void. The tickets will be taken in consideration to compare the number of voters.

38. When the reading of the tickets is finished, after the doubtful cases are solved and the claims to which the resolution of the board may originate be admitted, every canvassing secretary will count over the votes obtained by the candidates, and if they agree, one list will be extended of those who may have obtained votes, commencing from the one having the highest number down to the lowest, without omitting any. If there is not agreement in the counted votes, a new revision and counting of tickets will take place and the result will be accepted.

39. One of the secretaries will read the list aloud, and when done the chairman will proclaim president of the electoral board, section, or subsection, the elector who may have obtained the largest number of votes, and secretaries the four who may have obtained the largest number for the office. After the proclamation is made, the tickets will be recounted in public and burned immediately after, except those on which some claims may exist, which will be annexed to the minutes. If the vote is unanimously in favor of two secretaries, the board will be completed with two electors appointed by the president and secretaries elected.

40. The chairman of the provisional board will give possession of their places to the elected president and secretaries, declaring the electoral college, section, or subsection constituted.

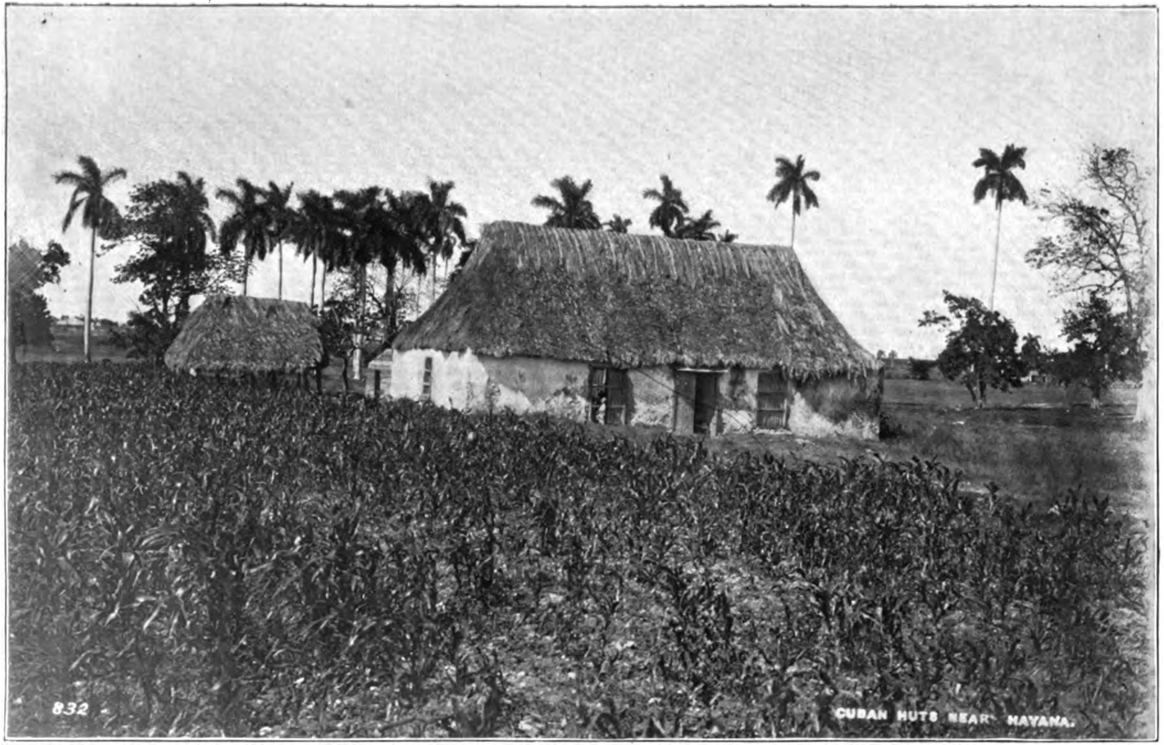
41. If any of the elected officers are not present at the end of the canvass in the place of the election, he will be notified in writing at his residence by the chairman of the provisional board, and if he does not appear in the term of an hour, it will be understood that he does not accept, taking as elected the one who may follow him in the list of votes, if he is in the room at the moment. In one or the other case the absent will be substituted by the president or secretary of the provisional board, each one in their respective offices. The secretaries will be elected by lot to take the places of those who have not come to fill their places.

42. On the very day of the voting the secretaries of the provisional board will write and sign the minutes relating to the election of the permanent board, in accordance with the model accompanying these rules, which minutes will be deposited in the office of the secretary of the ayuntamiento before noon of the following day, where it may be examined by the electors.

RULES FOR THE PRESERVATION OF ORDER.

43. The electoral table shall be placed where the voters may be able to see the act of depositing the nominations in the ballot box.

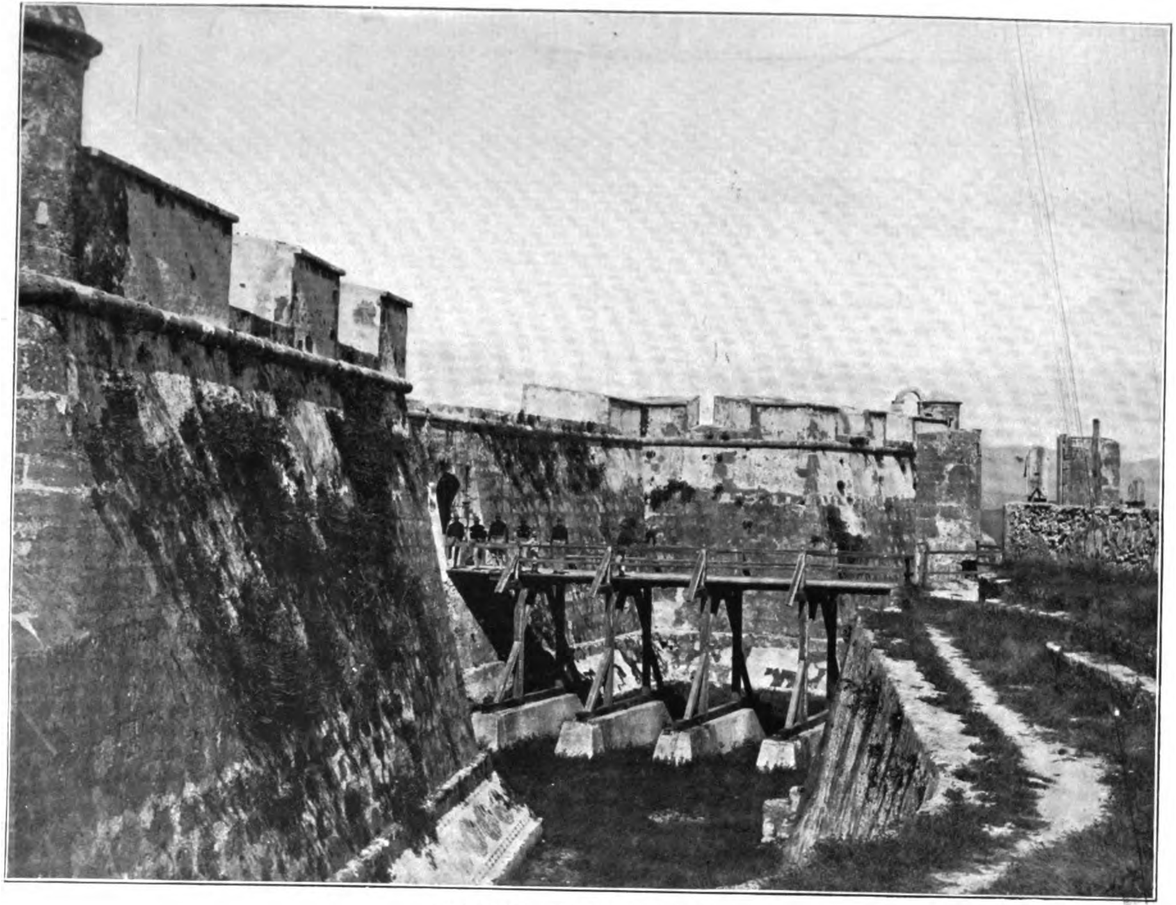
44. The president of the board will see that both the place where the voting is effected and the approaches to it be at all times unobstructed, so that the voters may easily go in and out of it.


832
CUBAN HUTS NEAR HAVANA.

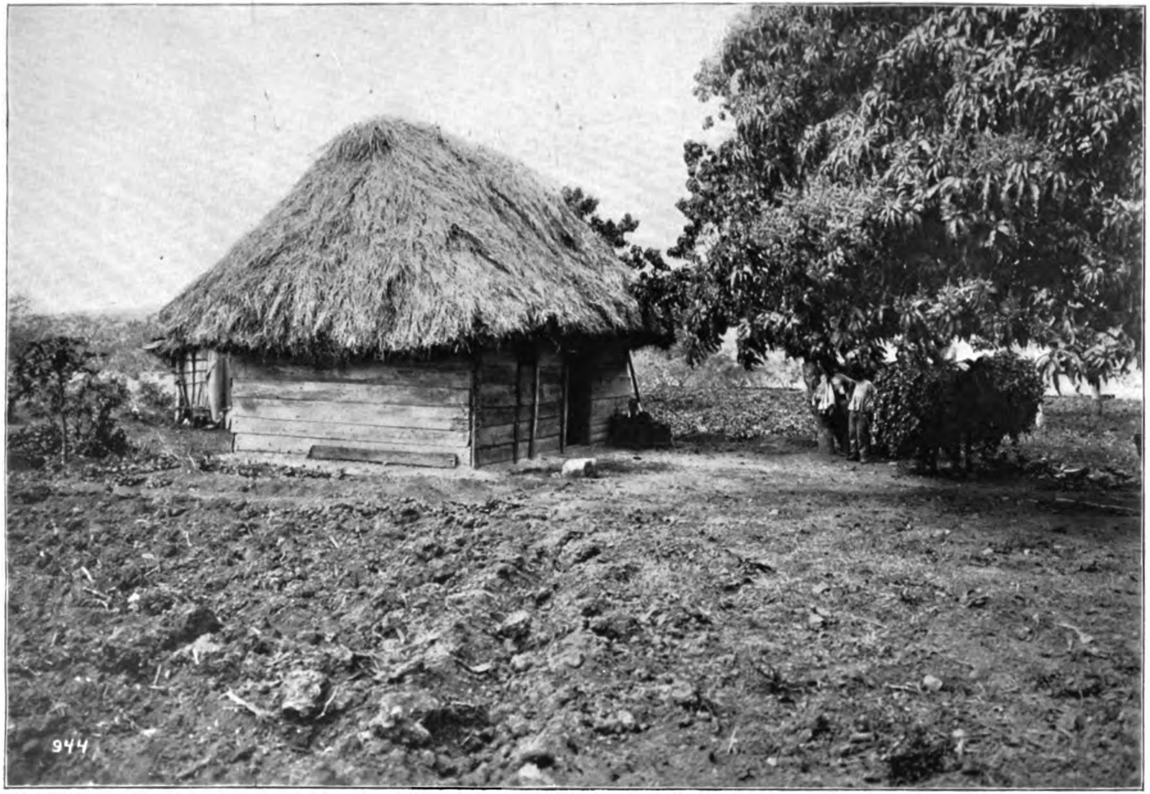
CUBAN HUTS, NEAR HABANA.

630 Royal Palm

CUBAN COUNTRY SCENE NEAR HABANA.



EL MORRO BASTIONS, SANTIAGO.



CUBAN FARM HUT, NEAR HABANA.

COUNTRY SCENE NEAR HABANA.

45. The president shall have at his disposal the number of municipal policemen that he may deem necessary for the preservation of order and to enforce respect to his authority. Should necessity require it, he may, under his responsibility, request the aid of the military.

46. Access to the election polls is not allowed to anyone wearing a stick, cane, or weapon of any description, with the exception of the voters who, on account of physical disability, should need the use of a cane or of crutches, not being, however, allowed to remain in the place but the time necessary to cast their vote. Any voter violating what is forbidden by this rule, and who, being warned, does not comply with the president's orders, shall be ejected from the polls and shall forfeit his right to vote at said election.

ELECTORS' RIGHTS.

47. All electors whose names appear in the registration list of the electoral college, section, or subsection, respectively, will be entitled to vote in said college, section, or subsection, as the case may be, no claim save the one based on the lack of personal identity being admitted. After making such a claim the president of the board will immediately request the would-be voter to declare under oath whether he is the same person whose name appears on the list. Should he swear to that effect, the president shall allow him to vote; but in case he shall refuse to take the oath, he will be arrested and delivered to the courts of justice to be tried for electoral falsity. Mention of this incident will be made in the minutes of the election. If the voter who made the challenge should take exception to the other being admitted to cast his vote, mention of his protest shall be made in said minutes.

48. Any elector of a municipal district shall have access to all colleges, sections, or subsections into which the district may be divided, being empowered to enter the protests and claims which he may think well founded. Should any doubt arise as to the quality of the elector, it will be solved by the sworn statement of the party appearing with that character, if dealing with an elector belonging to another college, section, or subsection.

49. The electoral board shall give receipts of all claims and protests presented in writing, besides stating the facts in the minutes of the election, doing likewise with those delivered by word of mouth.

NOMINATIONS.

50. In accordance with the established electoral division by colleges, the nominations will be made for the election of mayor and aldermen corresponding to each college, each nomination being signed by at least eight electors of the respective college. The nomination shall be presented in duplicate to the municipal mayor who, after collating them, shall return one of the copies after writing at the end of it under his signature and affixing the seal of the mayor's office, besides the date, the word "conforme," reserving the other copy to have it printed.

51. The nominations shall be presented by at least two of the electors subscribing same. The mayor shall ascertain, by examining the partial lists of registration, if those signing the nomination are in fact electors of the respective colleges.

52. During the six days prior to the one designated for the municipal election, the nominations can be presented in the manner aforesaid. After the expiration of that period the mayor will form for each college one nomination only out of all the nominations that may have been presented, following the order of their presentation by colleges. The names of all the candidates for each college appear correspondingly numbered, the order in which they figure in each nomination remaining unaltered. Two columns will be formed, one for mayor and another for aldermen.

53. After the nominations are printed, which must necessarily be on white paper, the mayor will cause them to be posted to the public in the city hall, and will, in due time, forward to each one of the electoral boards within the respective college a number of copies twice that of the registered voters of the college, section, or subsection, as the case may be. The duplicate copies shall be exactly alike.

VOTING.

54. At 7 o'clock of the morning of the day designated for casting the votes for mayor and aldermen, the permanent electoral board shall be constituted in the place chosen for that purpose.

55. If at the appointed hour the president should be absent, his place will be filled by him who was president of the provisional board, the former incurring the fine of $10 gold. The absent secretaries shall be replaced by electors chosen by the presi-

dent from among those present able to read and write, up to four, fining the absent ones $10 in gold.

56. After the electoral board is constituted, the voting will commence without interruption of any kind until 6 o'clock in the evening.

57. The voting will be as follows:

The voter will give his name and surname, and if he should appear to be registered in the list of the college, section, or subsection to which he may belong, he will receive from the president of the board the printed nomination, stepping immediately into the adjoining room destined to that purpose, and there, by himself, he will examine the nomination and mark with a cross in ink, which he will place at the left-hand side, the name or names of the candidates for whom he wishes to vote. He may likewise write at the end of the ballot, also in ink, the name of another candidate or candidates should he not favor those mentioned in the ballot. After this is done, for which three minutes shall be allowed, the voter will fold the ballot and deposit it in the box himself. The voter who, under oath, shall declare that he is not able to read or write may be assisted by any person chosen by him. No elector shall be allowed to vote for more than one candidate for mayor nor for a larger number of aldermen than those corresponding to the respective college.

58. After the nomination has been placed in the box the president will say in a loud voice: "Mr. (here the name of the elector) has voted," and it will be thus stated by two of the secretaries in the second column of the list, writing the word "votó." The president and the secretaries will be the last to vote.

59. The canvassing of the votes will be done as prescribed in rule 36.

60. After reading the nominations, each secretary-inspector will count the votes obtained by the candidates. Should there be no difference a list will be made out of those obtaining votes for mayor and another of those voted for alderman, commencing from the one with the highest number of votes, without omitting any. Should there be any difference among the number of votes that have been counted, the nominations will be once more revised and recounted, abiding by this result. One of the secretaries shall read in a loud voice the lists above referred to.

61. If the electoral board should belong to a college without sections, the president will declare elected as aldermen, first, those obtaining the majority of the votes that have been cast, up to two-thirds of the total number that should be elected by the college, following the numerical order of the nomination, and second, those obtaining a minority of votes, up to the completion of the total number of aldermen that should be elected, regard being had to the numerical order of the nomination and the number of votes. The remaining nominations will then be counted, delivering them in the office of the secretary of the ayuntamiento.

62. The secretary-inspectors shall write and sign, the same day, the minutes of the election, delivering same at the office of the secretary of the ayuntamiento before noon of the following day. Before 9 o'clock a. m. of the day following, the nominal list of the voters and the recapitulation of the votes cast for each candidate shall be posted on the outside of the voting place.

63. In the electoral colleges divided into sections the boards thereof shall join the board of the electoral college next day after election at 9 o'clock in the morning, so as to ascertain the number of votes in the college. The board will be presided over by the president of the college. When the members of the board shall have examined the minutes of all the sections and those of the college, the president will make the proclamation in the manner prescribed in rule 61. The canvass and the proclamation will be made a matter of record, and will be signed by all those present. The said record will be delivered with the partial proceedings to the secretary of the ayuntamiento before 12 o'clock of next day.

64. In the sections which are divided into subsections each board of a subsection will appoint one of its secretaries to be present with the partial minutes thereof at the canvass of the section. This board will meet next day at 9 o'clock in the morning in the building of the first section and shall be presided over by the president of the section above referred to. The canvass of the section having taken place, four of the secretaries will be appointed by the board for them to take the minutes of the board and assist at the general meeting of the ayuntamiento.

65. The secretary-inspectors shall write and sign, the same day, the minutes of the election, delivering the same at the office of the secretary of the ayuntamiento before noon of the day following. Before 9 o'clock a. m. of the following day the nominal list of the voters and the recapitulation of the votes obtained by each candidate shall be posted on the outside of the voting place.

66. In the electoral places divided by sections the boards thereof shall join the one of the electoral place the next day of the election at 9 o'clock in the morning, so as to find out the number of votes in the polling place. The table will be presided

over by the president of the polling place. When the members of the table have examined the proceedings of all the sections and of the polling place, the president will make the proclamation in the way prescribed by rule —. The canvass and the proclamation will be made a matter of record, and will be signed by all those present. The said record will be delivered with the partial proceedings to the secretary of the ayuntamiento before 12 o'clock of the next day.

67. In the sections divided into subsections each board of the subsection will appoint one of its secretaries so that with the partial minutes of same he be present at the canvass of the section. This board will meet next day at 9 o'clock in the morning in the building of the first section and presided over by the president of this last section. The canvass of the section having taken place, four of the secretaries will be appointed by the board that they may assist, taking with them the minutes of the board, at the general meeting of the canvass of the college which will convene next day at 9 o'clock a. m. Successive proceedings must be in accordance with the previous rules. With the minutes of the canvass and the proclamation, the partial proceedings of the sections and of the subsections shall be delivered in the office of the secretary of the ayuntamiento.

68. If the number of councilmen that belong to each college can not be divided by three, the following proportion will be adopted for the proclamation: If there are 4, 3 for the majority and 1 for the minority; if 5, 3 and 2 accordingly; if 7, 5 and 2; if 8, 5 and 3, and if 10, 7 and 3.

69. In case of a tie it will be decided by lot. A tie is said to occur when the total number of votes is equally divided between two candidates.

70. If during the electoral period any of the electors nominated for councilman should be disqualified to serve as such, the ticket will not be modified, the electoral proceeding continuing as if the candidate were not disqualified; but if he should appear to be entitled to election, one of the other candidates in the same nomination who may have obtained the largest number of votes among those who could not be proclaimed because of the restrictions of rules —— and 68, will take his place.

71. At the end of the following five days after the elections the ayuntamiento will hold a special session at 10 o'clock a. m., under the presidency of the mayor, there being present four secretaries of each polling place previously designated for the general meeting for the canvass of the municipal district. The minutes of the polls having been read and the votes counted for the election of mayor, the candidate that has obtained the majority of votes will be proclaimed. As regards the councilmen, those will be proclaimed who have been proclaimed in the respective polls. After this, the minutes of the proceedings will be written and signed by all those present. The mayor will cause to be posted in the city hall a list of the alcalde and councilmen who have been elected. Each of the candidates proclaimed shall be summoned by the mayor at their respective residences the same day on which the special meeting above referred to takes place, so that they may be present at the next special session, which will be held two days later, to take possession of their offices.

ELECTORAL CLAIMS.

72. Any voter entering a protest before the electoral board may (within ten days after that on which the special session took place) claim in writing before the civil chamber of the audiencia of the territory against the validity of the elections, either because the electors were disqualified, or because the essential formalities of the electoral procedure (that is, those directly affecting the results of the election) have been infringed upon.

73. The candidate or candidates whose election is considered may also appear personally in his own behalf.

74. Any elector intent on proving the validity of the disputed election may likewise appear.

75. To carry out the provisions of the two preceding rules, the civil chamber will cause a notice to be posted to the public announcing that in due time and in the proper manner the claim authorized by rule 72 has been instituted, stating thereon the name of the claimant, the poll, section, or subsection of which he is an elector and the reasons on which he bases his claim.

76. The right conferred by rules 73 and 74 will be exercised within five days after the one on which the notice to which the previous rule refers shall have been posted.

77. After the expiration of the time granted by the previous rule, the chamber will resolve that, during two days, the claim presented should be posted in the secretary's office for the information of those that may oppose same. Those opposing the claim will present their objections in writing within the two days following the time given for information.

78. The challenger will be given a copy of the document in which the opposition is formulated.

79. If one of the opponents should request it at the time of establishing the opposition, time will be given for producing the evidence. It will also be given if the challenger should request it the day after he received the copy above referred to. The time for producing the evidence shall not exceed —— days.

80. After the evidence has been presented it will be annexed to the proceedings, each of the parties being granted two days for examining same.

81. At the expiration of this time the chamber will appoint a day for the hearing, at which the parties may personally appear or be represented by attorneys of their choice.

82. Five days after the hearing sentence will be pronounced. Same will be final.

83. A certified copy of the sentence will be sent to the mayor of the corresponding ayuntamiento; besides, it will be published in the Gaceta.

It is believed that on examination of the majority plan the reasons for its rejection will be apparent. The elections were held on the 16th of June and were carried on and completed throughout the island without disturbance or disorder. The revolutionary element, represented by parties of various names, was generally successful throughout the island. There was little active opposition. The conservative element, represented by the Union-Democratic party, made up of the more conservative members of the revolutionary group and members of the old Autonomist party, practically withdrew from the contest early in the campaign and took no part in the elections. There was no particular reason given or obtainable for this action other than that they felt that there was no chance of success and rather than risk general defeat they withdrew. Prior to the withdrawal there were several plans made concerning the form of the electoral law. The withdrawal of this party was very unfortunate, and I believe that had they made a vigorous campaign they would have won in many sections and accomplished a result which would have been beneficial in more ways than one, as among the members of this party are found very many men of intelligence and experience in general administrative and municipal affairs.

The elections as a whole resulted in the extreme and revolutionary element being selected. There were, of course, notable exceptions. In many cases the men elected found themselves confronted with difficulties from the outset of their administration. They had made promises which they could not fulfill, and as a result their popularity was short lived and complaint and fault-finding was extensive.

The assumption of office by the newly elected municipal officials was the beginning of a period of great difficulty for the general government, not because of vicious or bad tendencies on the part of those elected, but because of their inexperience and frequently demonstrated inability to cope with the situation. Again, they were, of course, desirous of fulfilling to as great an extent as possible their plans for rewarding their faithful followers and adherents, all of which resulted in the appointment of an abnormally large personnel of clerks, police, etc. Quite a number of the men elected were entirely unfamiliar with the municipal law, the existing method of taxation, municipal accounting, etc. The natural result of this lack of ability and experience has been a loss of confidence in them by the business and industrial element over whom they have been called to preside. To avoid serious confusion numerous inspectors are kept constantly employed looking out both for the interests of the department of state and government and that of finance, endeavoring to straighten out and correct abuses and confusion arising more from ignorance than from deliberate intention to do wrong.

In the latter months of the present year it has become generally apparent that much greater care in the selection of candidates will be necessary in the coming municipal elections if there is to be established and maintained an efficient and correct municipal administration. I believe that the people are fully alive to the mistakes of the recent elections and desirous of correcting them to as great an extent as possible at the elections which are to be held the 1st of June, 1901. It will be seen from the report of the secretary of state and government that some alcaldes have been suspended, some removed, and that others are charged with serious offenses. This does not include the minor irregularities indicative of ignorance and incapacity, but only the more serious situations. The secretary of finance informs me that only a comparatively small portion of the municipalities are keeping their accounts as they should be kept. By constant exercise of the supervison above referred to, the municipal administrations have been secured against serious losses or confusion, but the indications are very clear that without this supervision and watchfulness and constant untangling, very serious confusion would have arisen; confusion which would have jeopardized the municipal governments in question.

CONSTITUTIONAL CONVENTION.

During my visit to the United States in the month of July, 1900, the situation in Cuba was presented in full to the President and Secretary of War and it was decided that, everything considered, the time had arrived for taking the preliminary measures for a general election to be held throughout the island for the election of delegates to a convention to be assembled for drawing up and adopting a constitution for the island of Cuba, and agreeing on the relations which were to exist between Cuba and the United States, and providing an electoral law. Accordingly, order 301, ordering the election, was published on July 25, 1900, and order 316, establishing the regulations to govern said election, was published on August 11, 1900. Both orders are included for more detailed information.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 25, 1900.

The military governor of Cuba directs the publication of the following instructions:

Whereas the Congress of the United States by its joint resolution of April 20, 1898, declared—

"That the people of the island of Cuba are, and of right ought to be, free and independent;

"That the United States hereby disclaims any disposition or intention to exercise sovereignty, jurisdiction, or control over said island except for the pacification thereof, and asserts its determination when that is accomplished, to leave the government and control of the island to its people;"

And whereas the people of Cuba have established municipal governments, deriving their authority from the suffrages of the people given under just and equal laws, and are now ready, in like manner, to proceed to the establishment of a general government which shall assume and exercise sovereignty, jurisdiction, and control over the island:

Therefore, it is ordered that a general election be held in the island of Cuba on the third Saturday of September, in the year 1900, to elect delegates to a convention to meet in the city of Habana, at 12 o'clock noon on the first Monday of November, in the year 1900, to frame and adopt a constitution for the people of Cuba, and, as a part thereof, to provide for and agree with the Government of the United States upon the relations to exist between that Government and the government of Cuba, and to provide for election by the people of officers under such constitution, and the transfer of government to the officers so elected.

The election will be held in the several voting precincts of the island under and pursuant to the provisions of the electoral law of April 18, 1900, and the amendments thereof.

The people of the several provinces will elect delegates in number proportioned to their population as determined by the census, viz:

The people of the province of Pinar del Rio will elect three delegates.

The people of the province of Habana will elect eight delegates.

The people of the province of Matanzas will elect four delegates.

The people of the province of Santa Clara will elect seven delegates.

The people of the province of Puerto Principe will elect two delegates.

The people of the province of Santiago de Cuba will elect seven delegates.

J. B. HICKEY,
Assistant Adjutant-General.

HEADQUARTERS DIVISION OF CUBA,
Havana, Cuba, August 11, 1901.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. An election will be held throughout the island on September 15, 1900, which is hereby declared a legal holiday, at which there will be elected members of the constitutional convention and their substitutes, as follows:

The electors of the province of Santiago de Cuba will elect seven members and their substitutes.

The electors of the province of Puerto Principe will elect two members and their substitutes.

The electors of the province of Santa Clara will elect seven members and their substitutes.

The electors of the province of Matanzas will elect four members and their substitutes.

The electors of the province of Habana will elect eight members and their substitutes.

The electors of the province of Pinar del Rio will elect three members and their substitutes.

The duly elected members of the constitutional convention will meet in the city of Habana at 12 o'clock noon on the first Monday of November, in the year 1900, and will continue in office until the objects of the constitutional convention are accomplished.

The following instructions will govern said election, and the forms herewith published shall be used in said election.

Voters at this election must possess the following qualifications:

1. The voter must be a native male Cuban or the son of a native male Cuban born while his parents were temporarily residing abroad, or a Spaniard included within the provisions of article 9 of the treaty of Paris, who has not made declaration of his decision to preserve his allegiance to the Crown of Spain, as provided in said article.

2. He must be of the age of 21 years or upward on the day preceding the day of election.

3. He must have resided in the municipality in which he intends to vote at least thirty days immediately preceding the first day of registration, and in addition to the above he must possess any one of the following qualifications:

(a) Ability to read and write; (b) ownership of real or personal property to the value of $250, American gold; (c) service in the Cuban army prior to July 18, 1898, and honorable discharge therefrom, whether a native Cuban or not.

DISQUALIFICATIONS.

II. No person shall be a qualified voter who is insane or an idiot, or who is a resident in or supported by any public charitable institution, or who is deprived of or suspended from the exercise of his political rights by sentence of a court, except in cases where the conviction is for a crime of a political character.

CANDIDATES.

III. Any person may be candidate in any province who has the qualifications necessary to be an elector, even though he be not registered, no matter where he may reside or be domiciled at the time of the nomination or election; nor does the holding of public office disqualify, but he must be able to read and write.

IV. On or before the 14th day of August, 1900, the mayor of each municipality shall appoint for each barrio of his municipal district, as a board of registration, three persons and their substitutes who have the qualifications of electors within their municipal district.

V. The mayor must appoint for each such board one member and his substitute proposed by each of the parties now locally organized; but if a sufficient number of members or substitutes for any barrio be not proposed by noon of August 14, 1900, the ayuntamiento shall, at a meeting called specially for this purpose, fill the vacancies without regard to party affiliations of those selected.

VI. A period of ten days, beginning August 15, 1900, is hereby declared as a period for additional registration for each municipality in the island of Cuba.

VII. The hours for registration shall be from 8 to 11 a. m. and from 1 to 5 p. m. on the ten days above mentioned.

VIII. This additional period of registration is announced in order that all those who have the qualifications of electors, but who have not already registered as such, may be given an opportunity to do so.

IX. The list of the names of electors thus registered will be added to the registration list already made, so as to form a new list of registered electors in each municipality.

X. Any person who applies for registration as a voter shall be put on oath or affirmation to answer truly all questions touching his qualifications as an elector, and he shall also swear that he is not disqualified by Article II of this order, and such oath or affirmation shall be administered by a member of the board to which application is made. In any case the board may require the production of such evidence as may be immediately available in support of the applicant's claim.

Unless the board have personal knowledge that he can read and write, the right to be registered being claimed because of such knowledge, the applicant must be required to read from any book or newspaper or to write one or more phrases in Spanish from dictation. A majority of the board shall in every case decide as to whether the applicant shall be registered or not.

XI. The entry in the register in the case of each voter must show:

1. His full name.
2. His age, omitting fractions of years.
3. His place of birth.
4. His place of residence.
5. That he has resided at least thirty days within the limits of the municipality next preceding the first day of registration.
6. Date of registry, and one of the following facts:

(a) That he is able to read and write; (b) that he owns property to the value of $250, American gold; (c) that he is an honorably discharged soldier of the Cuban army.

XII. No person other than members of the board, a clerical assistant, and applicants for registration shall be permitted to be present at any session.

XIII. On the day following the last day of registration three exact copies of the register, arranged in alphabetical order of surnames, certified to and subscribed by the members of the board, shall be made by each board, and one such copy shall be publicly posted at the place of registration and the other in the building in which the ayuntamiento holds its sessions, and the third shall be immediately sent by mail or special courier to the civil governor. In addition, one certified copy alphabetically arranged shall be sent to the alcalde for every polling place, as determined by Article XXII.

XIV. The various sheets of the original list shall be fastened together, and immediately following the last name the three members of the board shall certify to the total number of names contained in said list, and each member shall subscribe his name thereto. The list shall then be carefully sealed in the presence of the three members and delivered to the alcalde for safe-keeping.

NOMINATION OF CANDIDATES.

XV. Any political party now organized within the province may nominate its candidates not in excess of the number to be elected from said province, as provided by Article I of this order, by filing a certificate of such nominations with the civil governor of the province. Independent candidates may also be nominated by filing a certificate of such nomination with the civil governor of the province, said certificate to be signed by at least 200 registered voters of said province. Signatures to a certificate of nomination of an independent candidate must be followed by a statement of the residence of each signer. Qualified electors who are unable for any reason to write their names may specially request other electors to sign for them. Electors signing for others who can not write must also sign their own names and state their residence.

XVI. All certificates of nomination must state the full name of the candidate or candidates nominated as members of the constitutional convention, and must also state the full name of the candidate nominated as alternate for each individual candidate for member of the convention.

XVII. No certificate of nomination of any candidate shall be received after the hour of noon of September 1. 1900, and all such certificates must be accompanied by the acceptance of the nomination by the candidates, but no person can be a candidate in more than one province.

XVIII. The certificates of nomination of candidates shall be open to the inspection of any qualified voter after they have been in the hands of the civil governor for twenty-four hours.

XIX. The alcalde municipal shall transmit to the civil governor a statement showing the total number of registered voters in his municipality, and also the number of polling places.

TICKETS.

XX. Upon the receipt of the certificates of nomination as above provided, the civil governor shall forthwith cause to be printed 1,200 tickets for each polling place, and the same shall be forwarded to the alcalde at the earliest time possible.

XXI. All tickets in any province shall be of white paper, uniform in texture, size, and general appearance, and shall be nontransparent.

Each ticket shall be divided into two parallel columns. At the head of one column shall be printed the words, "For members of the constitutional convention," and at the head of the second column shall be printed the word, "Alternates," and immediately thereunder in the first column shall be printed the names, arranged in alphabetical order according to the surname, of all the candidates duly nominated as members of the constitutional convention. In the second column, to the right of and on the same line with the name of each candidate for member of the constitutional convention, shall be printed the name of the alternate nominated for each individual candidate. There shall be a sufficient number of blank spaces below the last name to permit the insertion, in writing, of the name of any person not nominated for whom the elector may desire to vote. At the left of each name in the first column there shall be a rectangular space, within which the voter must make a cross, with ink, to indicate that the candidate for member of the constitutional convention and his alternate opposite whose names the mark is placed is the individual and his alternate voted for on the ballot.

VOTING.

XXII. The board of registration shall also act as the board of election, and the polls shall be held at the same place where the registration boards met. If, however, the registration lists show more than 400 names, there shall be appointed as many boards of election, consisting of three qualified electors, as may be necessary to have one polling place for every 400 registered electors; such additional boards of election to be named in the same manner as provided for the appointment of members of the board of registration by Paragraph V of this order.

The alcalde will see that the proper number of voting places be provided for and publicly announced.

No member of the board of registration who shall have accepted a candidacy shall serve in the board of election, his alternate taking his place on taking the proper oath or affirmation. Any vacancy in the board of elections on election day shall be filled by the board by the appointment of the alternate or by the appointment of an elector duly qualified, who shall also take the proper oath or affirmation, which may be taken before a member of the board of election.

XXIII. The polls shall be open for the reception of votes continuously from 6 a. m. until 6 p. m. on September 15, 1900, and two members, at least, of the board of election must constantly be present.

XXIV. Any member of the boards of election may administer oaths or affirmations and certify oaths or affirmations required to be administered.

XXV. Before receiving any ballots the board must, in the presence of any persons assembled at the polling place, open, exhibit, and close the ballot box, which must contain no paper or substance whatever, and thereafter it must not be removed from the polling place or from the presence of the bystanders until all the ballots are counted, nor must it be opened until after the polls are finally closed. Before the boards receive any ballots they must cause it to be proclaimed aloud at the place of election that the polls are open. When the polls are closed that fact must be proclaimed aloud at the place of election. The doors will then be closed, and after such proclamation no ballots must be received except from those persons who are within the polling place waiting to cast their ballot.

Voting may commence as soon as the polls are open and may continue during the time they remain open.

XXVI. Before entering upon the exercise of their duties all members of boards of registration or of election, and all clerks, shall make oath or affirmation, in writing, to perform their duties faithfully and honestly, and which oaths may be taken before any judge of first instance, or any municipal judge, or the alcalde municipal, teniente alcalde or alcalde de barrio, or before a member of the board of elections in the case provided by article XXII. All such oaths or affirmations shall be inclosed with the final returns of the election.

XXVII. Each registration board shall appoint one clerk, who shall do the necessary clerical work of the board of registration and of the board of election, and the alcalde shall transmit to the board of election in each voting place, before the hour of opening the polls, the alphabetically certified copy of the registered voters of such barrio, together with the proper number of tickets.

XXVIII. There shall be provided at each voting place separate apartments, or, if this is not practicable, desks or tables sufficiently screened from observation of bystanders, at which the voter may prepare his ballot with absolute secrecy. For this purpose the alcalde shall provide the necessary writing materials for the use of voters in preparing their tickets. As many such apartments or desks or tables shall be provided as may, in the judgment of the election board, be required, and not less than one for every one hundred registered voters.

XXIX. Any voter, otherwise qualified, who is unable for any reason to mark and prepare his ballot may call upon any member of the board of election present to assist him in preparing his ticket, and it shall be the duty of such member, in the presence of one other member of the board, to do so and to mark the ticket as directed. No other person shall be permitted to be within hearing or the possibility of observation at the time such ticket is being marked.

XXX. A person entering the polling place for the purpose of voting shall announce his name to the board of election, one member of which shall immediately repeat the name in a loud, distinct voice; the clerk shall then examine the certified list of registered voters of the barrio, and shall announce to the board whether or not such name is found therein. If the name is found duly registered, a member of the election board shall deliver to the voter one ticket and shall indicate to him the place where his ticket may be prepared.

XXXI. If, for any reason, the voter, in preparing his ticket, shall spoil the same so as to make it unavailable for the purpose of voting, he shall return it to the board of election. Tickets so returned shall be marked "Returned" on the face and kept by the board. Another ticket shall thereupon be delivered to the voter, but not more than three tickets shall be given to any one person. No writing or other marks shall be placed upon the ballot except a cross opposite the name of each person for whom the elector desires to vote and except the names of such individuals not on the printed list as the elector may desire to vote for.

XXXII. For the purpose of minority representation an elector in the province of Santiago shall only vote for four members and their substitutes; an elector in the province of Puerto Principe shall only vote for one member and his substitute; an elector in the province of Santa Clara shall only vote for four members and their substitutes; an elector in the province of Matanzas shall only vote for three members and their substitutes; an elector in the province of Habana shall only vote for five members and their substitutes; and an elector in the province of Pinar del Rio shall only vote for two members and their substitutes.

XXXIII. After preparing his ticket, the person offering to vote shall fold it in such a manner that no portion of the ticket shall be visible, and it must not, for any reason whatsoever, either by the voter or any election officer, be unfolded or the face exposed previous to depositing it in the ballot box. The ballot so prepared must be handed by voter, announcing his name at the same time, to a member of the board of election.

The presiding officer must receive the ballot, and before depositing it in the ballot box shall again announce in a loud and distinct tone the name and residence of the voter.

CHALLENGE.

XXXIV. Any person offering to vote may be orally challenged by any elector of the municipality, at any time after he enters the polling place and before the ballot is actually deposited in the ballot box, upon any of the following grounds:

1. That he is not the person whose name appears on the register.

2. That he failed to fulfill, in any respect, the conditions prescribed in Paragraph I of this order.

3. That he is disqualified for any of the reasons set forth in Paragraph II of this order.

4. That he has previously voted at the same election at another polling place.

5. That he has paid, offered, or promised to pay or contribute any money or other valuable thing as compensation or reward, or has been paid, or has accepted an offer or promise of, any money or other valuable thing as compensation or reward for his vote, for the giving or withholding of a vote at the election, or that he has become directly or indirectly interested in any wager depending upon the result of this election.

XXXV. If the challenge is made on the ground that the person offering to vote is not the person whose name appears on the register, the board must tender to him the following oath or affirmation: "You do swear (or affirm) that you are the person whose name is entered on the register of voters of this district."

If the challenge is on any other ground, the board shall tender to the person offering to vote an oath or affirmation in similar form, substantially denying the truth of the ground of the challenge.

XXXVI. In any case of challenge it shall be determined in favor of the party challenged upon his taking the oath or affirmation tendered, which oath shall be subscribed by him and kept by the board of election.

If any person challenged refuses to take and subscribe the oath or affirmation tendered, he will not be allowed to vote.

If the challenge is determined against the person offering to vote, the ballot offered must, without examination, be marked "Rejected on challenge" and kept by the board of election.

The clerk of the board shall keep a list showing the names of all persons challenged, the ground of such challenge, and the determination upon the challenge.

XXXVII. If the elector be not challenged, or if the challenge be not sustained, the presiding officer must, in the presence of the other members of the board, and in the presence of the elector, place the ballot, without opening or examining the same, into the ballot box, and the voter shall forthwith pass from the polling place. When the ballot has been placed in the box, the clerk must write the word "Voted" opposite the name of the elector on the certified copy of the register of voters, and shall enter the name of the voter on the poll list.

Immediately on the closing of the polls, the poll list made by the clerk, and a copy thereof, shall be certified to by the members of the board of election, and by the clerk in the following form:

"At the election held in the municipality of ——, barrio of ——, voting place ——, on the 15th day of September, in the year 1900, A. B., C. D., and E. F., members of the board of election at ——, and G. H., clerk of said board, respectively, swore or affirmed to perform their duties, as required by the election law, previous to entering on their respective duties.

"(Then shall follow the names.)

"—— ——.
"—— ——.
"—— ——.
"—— ——.

"We certify that the above is a correct list of the electors who voted at the said election, and that the total number of such electors voting amounts to ——.

"(Signed)
"—— ——,
"—— ——,
"—— ——,
"*Members Board of Election.*
"—— ——,
"*Clerk.*"

XXXVIII. As soon as the polls are finally closed and the list certified, the board must immediately proceed to count the votes given at such election, and the counting must be continued without adjournment until all the votes are counted and the result announced. Any political party organized, or independent candidate, may designate, in writing, to the board of election of any voting place the name of any qualified elector who may represent such candidate at the polling place of the barrio, and who shall be entitled to be present during the continuance of the count. No other person shall be present during the counting of the votes.

XXXIX. The count must be commenced by taking out of the box the unopened ballots and counting the same to ascertain whether the number of ballots corresponds with the number of names on the poll list. If two or more separate ballots are found so folded together as to present the appearance of a single ballot, they must be laid aside until the count of the ballots is completed; then if, upon a comparison of the count with the number of names of electors on the poll list, it appears that the ballots thus folded together were cast by one elector, they must both be rejected. The ballots must be immediately replaced in the box, and if the ballots in the box exceed in numbers the names on the list, one of the board must, publicly and without looking, draw out therefrom and destroy unopened a number of ballots equal to such excess, and the board must make a record on the poll list of the number of ballots so drawn and destroyed.

XL. The board must then proceed to count and ascertain the number of votes cast for each person voted for.

The ballots must be taken out and opened by one of the members of the board, and the ticket must be distinctly read aloud. The clerk shall write down the name of each person voted for, and shall keep the number of votes by tally as they are read aloud. If, during the count, two tickets are found folded together in the form of one ballot, they must both be rejected.

No ballot or part of ballot must be rejected because of any obscurity therein if the board, from an inspection of the ballot, can determine with certainty the person voted for.

If the names of more persons are designated on any ballot found in the box than are permitted by the provisions of Article XXVI, then the entire ballot must be rejected, and such rejection must, at the time thereof, be noted on the ballot and signed by a majority of the board.

Any ballot found in the box which bears upon the outside thereof anything by which such ballot may be readily distinguished from other legal ballots must be rejected, and a note of such rejection, with the reason thereof, must be entered on the ballot and signed by a majority of the board.

Any ballot found in the box which is so marked on the outside thereof as to tend to impart a knowledge of the identity of the person who voted such ballot shall in like manner be rejected.

Whenever the board of election rejects a ballot, or any part of a ballot, it must, at the time of such rejection, cause to be made thereon and signed by the majority of the board an indorsement of such rejection and of the causes thereof.

All rejected ballots must be preserved and returned in the same manner as other ballots, but in a separate package.

XLI. The ballots, as soon as read or rejected for any cause, must be strung upon a string by one of the members of the board, the rejected ballots to be strung separately, and the ballots must not thereafter be examined by any person, but must, as soon as all are counted, be carefully sealed in a strong wrapper, marked "Ballots cast at the election, municipality of ———, barrio of ———, at ———, on the 15th day of September, 1900," each member of the board writing his name across the seal. In like manner the rejected list, and all other papers relating to the election, shall be wrapped, signed and sealed, suitably marked for identification, and transmitted to the president of the provincial board of canvassers hereinafter provided for.

XLII. After all the votes are counted, the clerk shall make a tally list, setting forth the names of all persons voted for and the number of votes given for such candidate, the number being written at full length, and such list must be signed by the members of the board and by the clerk, substantially in form as follows:

"We hereby certify that at the election in the municipality of ——— ———, in the voting place of ——— ———, and barrio of ——— ———, A. B. and C. D., his alternate, had ——— votes; C. D. and E. F., his alternate, had ——— votes, and E. F. and G. H., his alternate, had ——— votes, etc."

The tally list shall be made in triplicate, shall be read aloud, and one copy thereof to be sent to the alcalde, another, together with a copy of the poll list, to be forwarded direct to the civil governor of the province, and the third copy, with the poll list, shall be sent, securely sealed, to the president of the provincial board of canvassers, hereinafter provided for.

As soon as practicable after the receipt of the poll lists by the civil governor he shall cause each such list to be published in the official bulletin of the province.

XLIII. On or before September 1, 1900, each of the political parties locally organized in each province shall send to the military governor a list not to exceed six names of the persons whom they may desire to nominate as members of the provincial board of canvassers provided for in the next article.

XLIV. The military governor will select from such lists nine persons, giving equal representation to the several political parties when possible, and these shall form the provincial board of canvassers.

XLV. Immediately upon their appointment by the military governor the members of the provincial board of canvassers shall meet at the capital of the province and shall elect their president and their secretary.

XLVI. The provincial board of canvassers shall hold all their meetings in rooms of the building of the ayuntamiento of the capital of the province, which shall be placed at their disposal by the alcalde municipal; a suitable place being provided for the safe keeping of the documents, certificates, lists, and ballots which may be sent to the board, as provided for in this order.

XLVII. The board shall meet on the 16th day of September, 1900, at noon and shall be daily in session until it has concluded the canvass of all the votes cast in the province.

XLVIII. No packages or other inclosures shall be broken or opened except in the presence of the assembled board.

XLIX. The board shall recount the votes cast at each polling place and compare the result with the tally list forwarded by the board of election of such polling place. In case of any difference between the number of votes cast and counted by the board of election and the number appearing in the tally list the proper correction shall be made. In case of any protest made by an interested party that a vote has been rejected which should properly have been counted a note of such objection shall be made, but the board shall have no power to decide as to the validity of said ballot, this being left to the determination of the constitutional convention, as hereafter provided for.

L. The board shall group the returns of the various boards of election by municipalities and report the total of votes cast for each individual voted for and his substitute and shall also report the grand total of the votes cast for each candidate voted for and his substitute.

LI. It shall then declare elected:

For Santiago de Cuba, the seven members and their substitutes who shall have received the highest number of votes;

For the province of Puerto Principe, the two members and their substitutes who shall have received the highest number of votes;

For the province of Santa Clara, the seven members and their substitutes who shall have received the highest number of votes;

For the province of Matanzas, the four members and their substitutes who shall have received the highest number of votes;

For the province of Habana, the eight members and their substitutes who shall have received the highest number of votes;

For the province of Pinar del Rio, the three members and their substitutes who shall have received the highest number of votes.

LII. The duplicate copies of the following shall be made:

1. Detailed minutes of the daily proceedings.
2. Certificates showing the result of the final canvass, setting forth the name of each candidate voted for in the province and his substitute and the number of votes received.
3. The protests which may have been filed asking that rejected votes be counted.
4. A statement whether the counting of such protested votes would change the result of the election.
5. All minutes, certificates, and statements shall be signed by all the members of the provincial board of canvassers.

LIII. Both copies shall be sent to the military governor, one of which will be delivered to the constitutional convention upon its organization.

LIV. A certificate of election, signed by the president and secretary of the provincial board of canvassers, shall be sent to each person elected as a member of the constitutional convention and to his substitute.

In case of a tie vote between two candidates, one of whom would be entitled to be declared elected, the board will withhold certificates of election and report the fact, so that the constitutional convention may decide upon which of the candidates shall be seated.

LV. On completion of the canvass all of these certificates and ballots shall be carefully sealed, care being taken that the ballots rejected and otherwise and the lists of each elector discussed be kept in separate packages. These packages will then be forwarded to the military governor, who shall hold them for the disposition of the constitutional convention. The board of canvassers shall then dissolve.

LVI. Members of the boards of registry and of election shall serve without pay, and clerks shall be paid at the rate of $2 per diem while actually engaged in the performance of their duties.

LVII. The boards of registry and election may call upon the municipal police or rural guards to keep the peace in and about the place of registry and voting and to protect them and the electors in the free exercise of their duties and rights, and may, in case of absolute necessity, call upon the nearest military commander if the protection of the police and rural guards be ineffectual.

LVIII. Every person who shall knowingly present a certificate of nomination bearing a false or fictitious name or names, or signed by others than qualified electors of the province, or who, not being a qualified elector of the province, shall sign a certificate of nomination of an independent candidate, or any person who shall sign a fictitious name to any certificate, or the name of another elector, unless the latter can not sign and specially request such signature, shall, on conviction thereof, be subject to a fine of $500 or to imprisonment for one year or to both such fine and imprisonment.

LIX. Every person charged with the performance of any duty under the provisions of this order relating to elections who willfully neglects or refuses to perform it, or who knowingly and fraudulently acts in contravention or violation of any of the provisions of this order, or knowingly and fraudulently deprives any individual of his right to register or vote shal' be punishable on conviction thereof by imprisonment for not less than six months nor more than one year.

LX. Every person who willfully causes, procures, or permits himself to be registered as a qualified elector in any municipality, knowing himself not to be entitled to such registration, or who shall register in two or more places at the same election shall be punishable on conviction thereof by imprisonment for not less than six months nor more than one year.

LXI. Every person not entitled to vote who fraudulently attempts vote, or who, being entitled to vote, attempts to vote more than once at this election, or who procures, assists, or advises another person to give or offer his vote, knowing that such person is not qualified to vote, shall be punished on conviction thereof by imprisonment for not less than three months nor more than six months.

LXII. Every person not entitled to vote who fraudulently votes, and every person who votes more than once at any one election, or who knowingly hands in two or more tickets folded together, or changes any ballot after same has been deposited in the box, or adds or attempt to add any ballot to those legally deposited, either before or after the ballots have been counted, or who makes or places any distinguishing mark or device on any ballot with the view to ascertain the name of any person for whom the elector has voted, or who carries away or destroys, or attempts to carry away or destroy, any poll list or ballot or ballot box for the purpose of invalidating such election, or willfully detains, mutilates, or destroys any document provided for in this order, or who unlawfully opens any package of such documents, after the same have been sealed, as herein provided, or who alters, mutilates, or counterfeits any certificates of the result of such election, or in any manner so interferes with the lawful conduct of such election, or with the voters' lawful exercise of their right of voting at such election as to prevent such election from being fairly and lawfully conducted, shall be punishable on conviction thereof by imprisonment for not less than one year nor more than three years.

LXIII. Every person who by force, threats, bribery, or any corrupt means attempts to influence any elector in giving his vote or to deter him from registering as a qualified voter, or from giving his vote, or attempts by any means whatever to restrain or disturb any elector in the free exercise of his right of suffrage, or to deter any elector from signing any petition for the nomination of any candidate; or who, being and acting as a member of any board of elections, shall advise or induce, or attempt to induce, any elector to vote differently from what such elector intended or desired to vote; or who, being a member of the board of election and called upon to mark a ballot for any elector under the provision of Paragraph XXIX, fails to mark the same as directed by such elector; or who, at any time thereafter, shall ever disclose or reveal, directly or indirectly, the names of the candidates voted for by such elector shall, upon conviction thereof, be punishable by imprisonment for not less than six months nor more than one year.

LXIV. Every person who makes, offers, or accepts any bid or wager on the result of this election, or on the success or failure of any candidate, or on the number of votes to be cast in the aggregate, or for any particular candidate, upon conviction thereof, shall be disqualified to hold any office as the result of such election, and shall be punished by imprisonment for not less than one month nor more than three months.

LXV. Every person who holds any public office, or who, being a candidate for such office at this election, offers or agrees to appoint or procure the appointment or nomination of any particular person to an office as an inducement or consideration to any person to vote for or to procure or aid in procuring the nomination or election of such candidate; or who threatens or offers to remove, or reduce from office, or raise or secure the reduction or raising of the salary of any employee in the public service, for the purpose of controlling the action of such employee in the exercise of his electoral right, shall, on conviction thereof, be disqualified to hold any office and shall be punished by imprisonment for not less than six months nor more than two years.

LXVI. Every person who refuses to an employee under his direction, who is entitled to vote or register at this election, the opportunity of presenting himself for registration or voting, or subjects such employee to a reduction of wages or any other penalty because of the exercise of such privilege, shall be, upon conviction thereof, punished by imprisonment for not less than three months nor more than six months.

LXVII. It shall be the duty of the alcaldes and of all persons charged with any duty under this order to institute a prosecution against any person or persons whom they shall find reason to believe guilty of a violation of any of the foregoing provisions.

J. B. Hickey,
Assistant Adjutant-General.

The election was held on the 15th day of September, and, like the preceding one, took place without disturbance and, I regret to say, without that general interest which I had hoped to see aroused. In order to obtain representatives from the conservative party a plan of minority representation was introduced into the electoral law. (See Art. XXXII of Order 316, preceding.)

During the month preceding the election I visited the principal cities of the island and had numerous conferences with the more prominent and influential members of all parties and exerted every effort to induce them to drop all political differences for the moment and select the ablest and best men for the very important duty of framing a new constitution. However, the contest was again entirely one-sided, the vote cast being comparatively small, the conservative element displaying practically no activity or interest in the campaign.

The constitutional convention assembled on the 5th of November and was opened with the following address:

Gentlemen: As military governor of the island, representing the President of the United States, I call this convention to order.

It will be your duty, first, to frame and adopt a constitution for Cuba, and when that has been done, to formulate what, in your opinion, ought to be the relations between Cuba and the United States.

The constitution must be adequate to secure a stable, orderly, and free government.

When you have formulated the relations which, in your opinion, ought to exist between Cuba and the United States, the Government of the United States will doubtless take such action on its part as shall lead to a final and authoritative agreement between the people of the two countries to the promotion of their common interests.

All friends of Cuba will follow your deliberations with the deepest interest, earnestly desiring that you shall reach just conclusions, and that by the dignity, individual self-restraint, and wise conservatism which shall characterize your proceedings the capacity of the Cuban people for representative government may be signally illustrated.

The fundamental distinction between true representative government and dictatorship is that in the former every representative of the people, in whatever office, confines himself strictly within the limits of his defined powers. Without such restraint there can be no free constitutional government.

Under the order pursuant to which you have been elected and convened you have no duty and no authority to take part in the present government of the island. Your powers are strictly limited by the terms of that order.

Following the delivery of the foregoing address I left the convention to take up its labors. It immediately organized and has held frequent sessions up to the present time.

THE RURAL GUARD.

During Spanish sovereignty in Cuba order was maintained in the rural districts very largely by the guardia civil, a carefully selected body of men, most of whom had served in the Spanish army and obtained honorable discharges with good characters.

This body was governed by and operated under a carefully prepared set of rules and instructions. They were charged with many duties and rendered service not only as police in the usual sense of the word, but also as constables and special messengers and agents of the courts. With the termination of Spanish sovereignty the force disappeared and in its place was organized the guardia rural of the island. This force was organized first in the province of Santiago in the fall of 1898, and subsequently it was organized in the provinces of Puerto Principe, Santa Clara, Pinar del Rio, and Habana. In Matanzas no force of rural guard was organized, but instead of the rural guard each municipality of this province had a certain number of mounted police who exercised functions and performed duties somewhat similar to those performed by the rural guard in other parts of the island. The rural guard was and is still very largely composed of soldiers and officers of the revolutionary army, care having been taken to select to as great an extent as possible men of efficiency and good character.

The work which the rural guard was required to perform, especially in the province of Santiago, was at first extremely arduous and difficult, as this province is extremely mountainous and largely overgrown with dense forests which furnish almost inaccessible retreats for those desiring to avoid the authorities. Brigandage had existed in this province for generations. During the war these disorderly bands were much diminished by their members joining the irregular Spanish forces or forces of the Cuban army. A certain proportion, however, never joined either force, but continued to ply their occupation indiscriminately. At the end of the war many restless and disorderly spirits again resumed their irregular and lawless lives, and to such an extent did they carry their depredations that they became a serious menace to public order, life, and property. What was true of Santiago was to a less extent true of Puerto Principe and of the provinces of Santa Clara, Pinar del Rio, and Habana, but to an extent in no way comparable to that existing in Santiago.

For the first year the rural guards of the different provinces, although organized upon generally similar plans, all differed more or less from each other in the details of organization and were operated under regulations which differed essentially in different sections of the island.

Their mounts were such as had been saved from the general destruction of live stock during the war and were as a rule poor and in many instances unserviceable. Their equipment was the equipment which they had brought with them from the war. This consisted of carbines and rifles of all calibers and makes, Mausers and Remingtons predominating. By common consent the khaki appears to have been adopted as the uniform of this organization in all the provinces, trimmings differing, however. On February 26, 1900, I issued Order No. 90, which called for a uniform organization of the rural guard throughout the island:

No. 90.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 26, 1900.

The military governor of Cuba directs the publication of the following order:

I. As soon as practicable after March 1, 1900, the rural guard of the island of Cuba will be organized into companies, each company comprising: One captain, 1 first lieutenant, 1 second lieutenant, 1 first sergeant, 7 sergeants, 8 corporals, and a minimum strength of 59 privates.

II. The monthly pay of the above-mentioned grades will be as follows:

Captain	$125	Sergeants	$50
First lieutenant	85	Corporals	45
Second lieutenant	75	Privates, mounted	40
First sergeant	55	Privates, dismounted	30

All said salaries being in United States currency or its equivalent, and including all allowances.

III. Noncommissioned officers and privates who become dismounted through neglect or abuse of their horses will be placed upon half pay until again properly mounted.

IV. In the organizing of the guard, as required by paragraph 1, no addition to its strength as now constituted will be sanctioned.

V. Department commanders are charged with carrying out the provisions of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

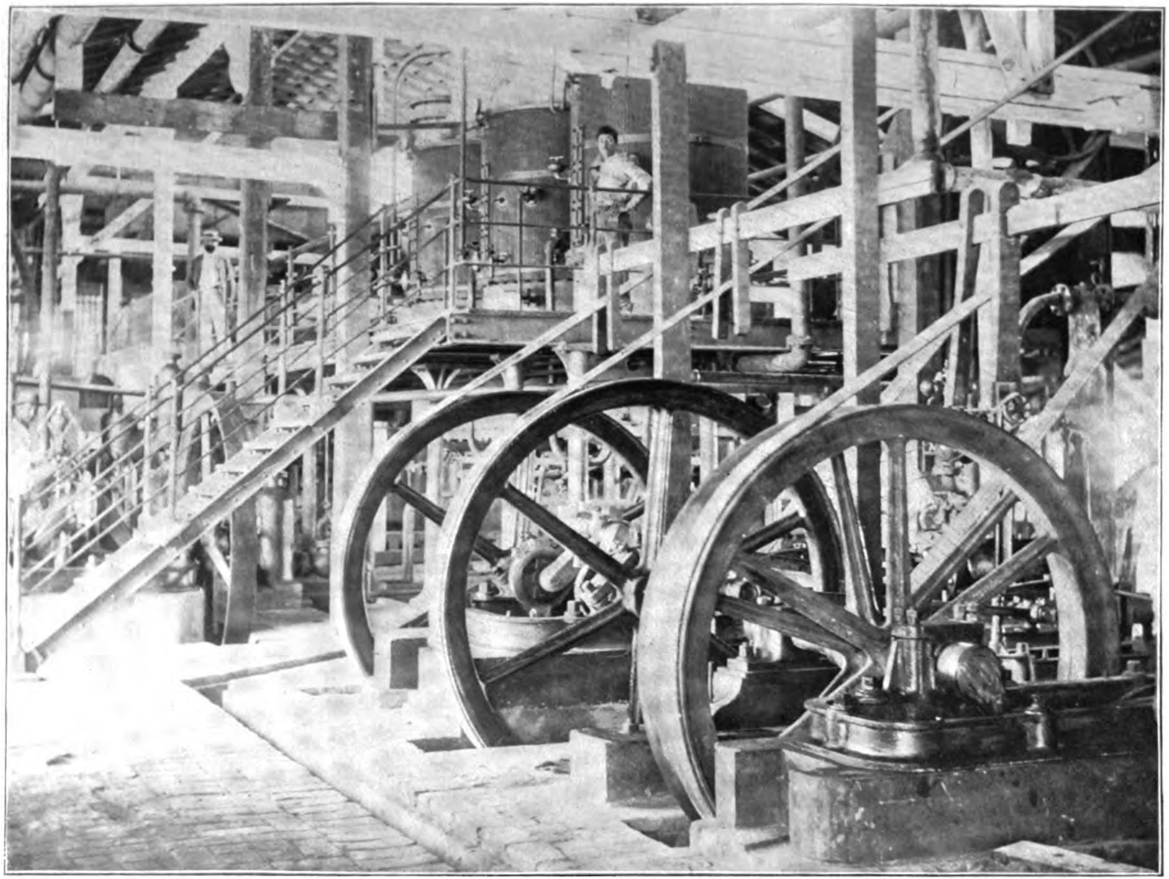
This order calls for an organization similar to that existing in the United States cavalry arm.

Improvement in the guard has been constant. Thorough inspections by competent military officers have been maintained at sufficiently frequent intervals to insure the maintenance of a high degree of efficiency, proper care of arms, animals, etc.

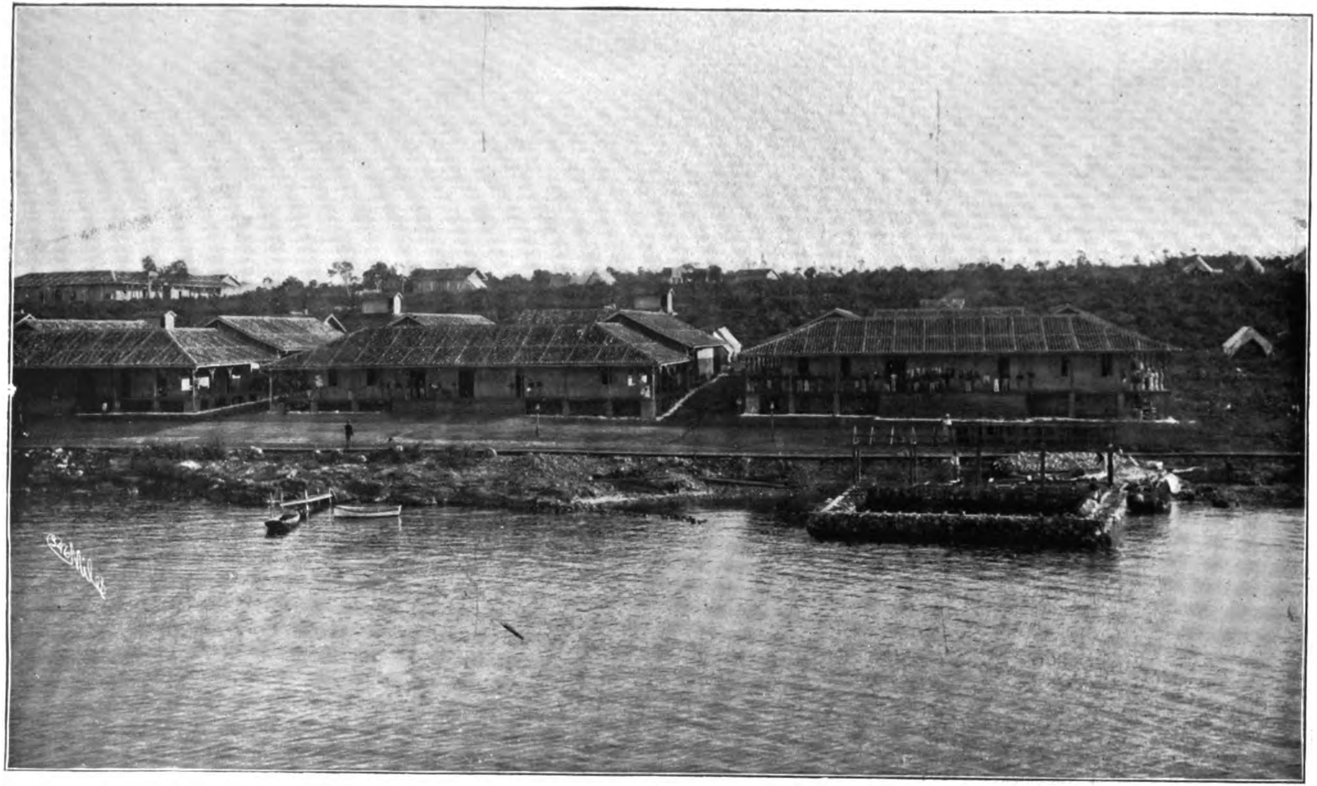
The force of the guard was as follows: Province of Santa Clara, 500 men and officers; province of Santiago, 360 men and officers; province of Puerto Principe, 250 men and officers; provinces of Pinar del Rio and Habana, 200 men and officers. The rural guard at Santa Clara was subsequently reduced to 300 men, and on December 1, 1900, the organization of an additional force of 50 men was given to Matanzas and an addition of 50 to the number assigned to Pinar del Rio and Habana.

The rural guard to-day is, in round numbers, 1,200 men and officers. Measures have been taken to supply them with a uniform weapon and equipment, and a board is soon to convene to draw up regulations and rules governing the guard of the entire island, which will be organized on the basis set forth in Order No. 90, the principal change being that it will be organized as the rural guard of the island of Cuba, and assigned to the different provinces as circumstances may require. The chief of the rural guard of the island will have his office in Habana and act under the direct orders of the military governor of the island.

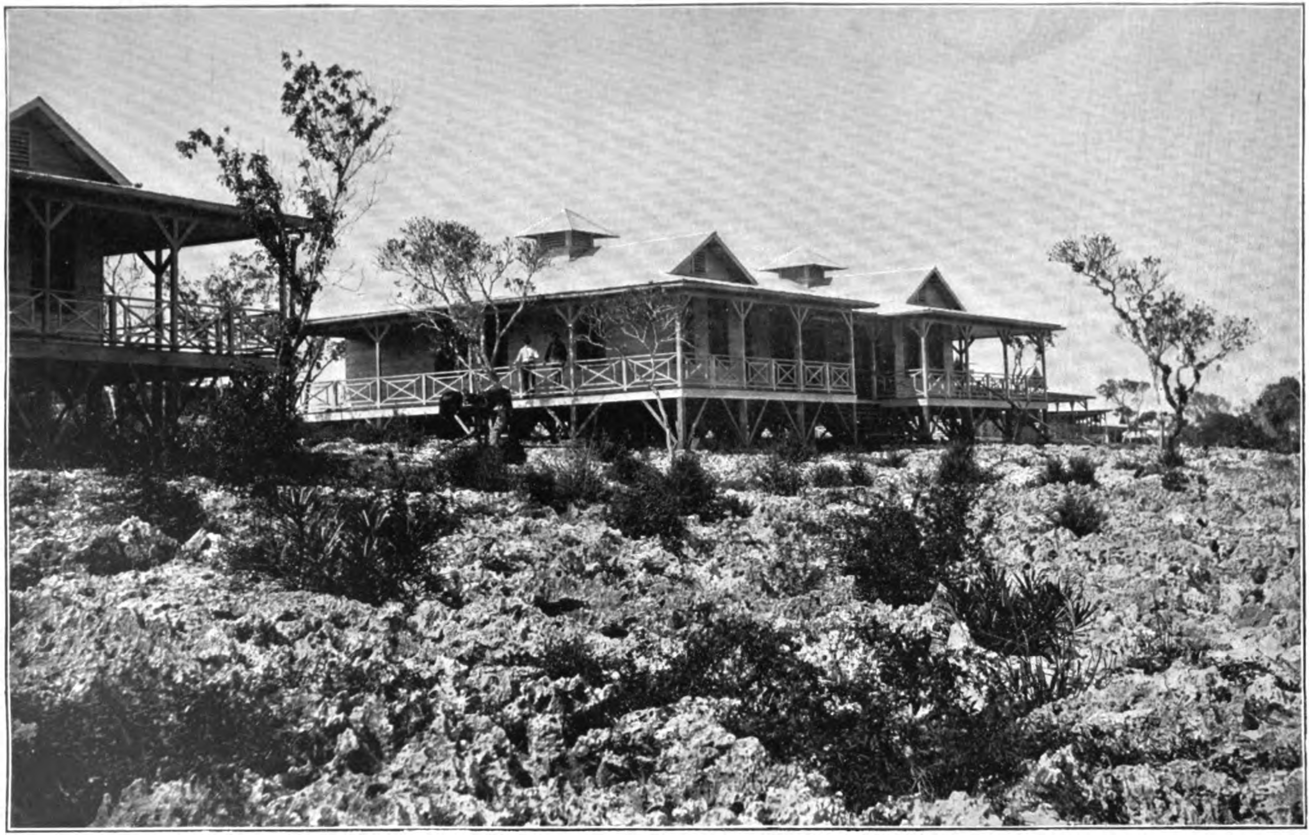
This force, as a whole, has rendered faithful and efficient service. Complaints against them have been few and seldom justified or proven. They have brought to an end all organized brigandage in the island, a condition which has never before existed. The men of the force are obedient and faithful and they have performed in very many instances extremely dangerous and hazardous service. They are familiar with the country, simple in their habits, and apparently respected by the people and feared by evil doers. The service performed by these men has rendered it unnecessary to ever employ United States troops in the pursuit of robber bands or arresting marauders. This force, being of the people and from the people, has operated without causing those feelings which would surely have followed had the army of occupation been required to perform this duty. They have been loyal and prompt in the obedience of orders. A single illustration will serve to demonstrate this. In the spring of 1899 there was a sudden outbreak in the mountains of Santiago, believed to be under the direction and leadership of a certain well-known colonel, many of whose men were at that



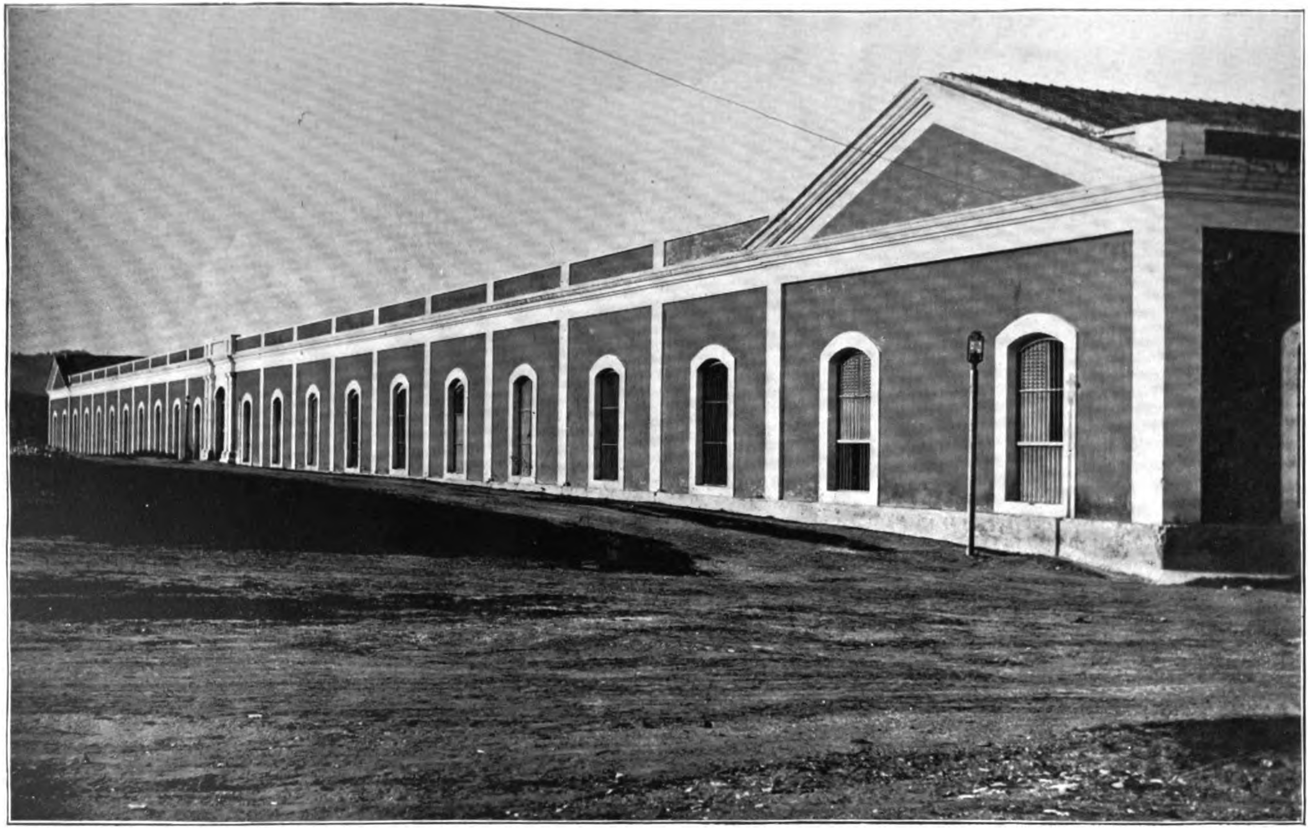
BOILER HOUSE AT THE SUGAR ESTATE "CONFLUENTE," GUANTANAMO.



ROWELL BARRACKS, PASO CABALLOS, CUBA.



REAR VIEW OF OFFICERS' QUARTERS, MORRO CASTLE, SANTIAGO.



FORMER BARRACKS, PUERTO PRINCIPE, NOW USED AS GENERAL HOSPITAL.

time in the rural guard. They were sent out after him and brought him in, in irons. This is simply one of hundreds of examples which may be given to illustrate faithful performance of duty without regard to past relations.

In addition to the personnel prescribed by Order No. 90, there is in each province a chief of the rural guard who is in general control of the organization of the guard within the limits of the province.

It is believed that this force, with perhaps a slight augmentation, will be ample to maintain public order in the rural districts of Cuba even after the withdrawal of the army of occupation.

DEPARTMENT OF JUSTICE.

This department, as stated before, was separated from that of public instruction and made a distinct department of the island government. The work devolving upon the department of justice is of great importance and of vast amount. It can be safely asserted that no department of insular administration was more in need of thorough and radical reform, rigid inspection, and constant supervision than this department, which was lacking in efficiency, energy, and attention to duty, and in its subordinate branches justly charged with lack of honesty and with partiality. In short, the courts were commonly said to be corrupt and the statement was undoubtedly true in many cases. The long and unnecessary detention of prisoners awaiting trial seemed to be a matter of little concern to the judges, who occupied themselves in a leisurely manner for a few hours each day in a feeble attempt to dispose of the enormous volume of business awaiting their attention. The people had little confidence in the administration of justice. The Cuban judiciary and legal body had surrounded itself with a cobweb of tradition and conservatism and adopted a procedure so cumbersome and slow of execution as to render impossible a prompt administration of justice. There seemed to be an unlimited number of ways of getting a man into prison and tangling up his affairs, but unless rich and influential it was difficult for him to find his way out. So slow and inefficient has been the administration of justice that it was found necessary to establish a special board of pardons, charged with the investigation of the status of all prisoners throughout the island, but with especial reference to those in the prisons of Habana. The result was that 520 individuals were released on the unanimous recommendations of this board of pardons; many of them on the ground that they had been confined awaiting trial for as long a period as they would have been sentenced had they been found guilty, or upon the ground that no sufficient evidence could be found against them. This was especially lamentable when it is remembered that the prisoners were mostly Cubans and the judiciary entirely so, and it indicated a neglect and indifference to the responsibilities of their positions painful to contemplate. They had not taken any steps looking toward the release of these men, but they had hindered, opposed, and blocked honest efforts to release them.

It was difficult at first to get any person in the island of Cuba to sign his or her name to a complaint against a person of importance or an official. To such an extent did this condition attain that even brigands and outlaws arrested almost red-handed could not be convicted, for lack of witnesses, although the people were fully cognizant of the facts and had reported them confidentially again and again. It is easy to see that under these circumstances some point of departure had to be taken, and upon the receipt of a sufficient amount of reliable trustworthy evidence of this sort action was frequently taken. The offenders once summarily dealt with confidence began to be established, and we are now, after two years, just reaching a point where people are willing to make formal and duly signed complaints against those in authority, those possessed of influence, and the disorderly class above referred to. Every legitimate and proper method is being employed to foster this confidence, for until this is developed and fully established it will be impossible to conduct an efficient administration of justice, except under an arbitrary form of government whose executive head has the authority to act summarily.

The only way to show the poor man in Cuba that he is equal to the plantation owner before the law is to assure him that he will be protected in telling the truth, and that his evidence as to facts shall be as good as the evidence of any other man. This is a state of affairs hitherto unknown in this island. At present it is commencing to be appreciated. If we can make the people thoroughly understand their individual rights, and impress upon the official classes the fact that their offices are offices of public trust and not of personal gain, we shall have laid the foundation of a secure and stable government in this island. For the people of Cuba differ radically from the people of other Spanish-American countries. They are, as a class, affectionate, hospitable, and thoroughly tired of war and disorder.

The law is excellent, the procedure alone is bad. The reform work has been principally to facilitate the trial of persons arrested, to see that all persons arrested are duly informed of the charges against them, that they are supplied with competent counsel—in other words, that their rights are protected.

Señor Luis Estévez y Romero continued in office as secretary of justice from the first of the year until April 30, 1900. During his secretaryship much was done to protect the rights of individuals under arrest and to render their trials more prompt. It was during his period of office that the board of pardons completed most of its work. Orders were issued directing that the provisional confinement of prisoners awaiting trial should count as part of their sentence and should be deducted therefrom. A commission was appointed to make certain modifications in procedure. Certain important orders were issued, among them orders relating to the regulation of marriage; state's evidence, contencioso-administrativo proceedings, and appeals; the equalizing of rank of all the audiencias of the island, in order that the justices might be freely interchanged should the interests of the public service demand a change of station. Hitherto the audiencia of Habana had held a rank superior to all other audiencias in Cuba, and its justices could not be sent to the audiencias of other provinces. Perjury was defined and its punishment provided for. The correctional court was placed upon a definite status and the scope and application of its authority defined, and much other important work done.

Secretary Estévez was followed by Señor J. B. Hernández Barreiro, who occupied the position of secretary of justice from the 1st of May, 1900, until the 11th of August, 1900. The most important orders issued during his tenure of office were Order No. 228, authorizing judges to adopt necessary measures to compel witnesses to appear and testify in criminal proceedings; and the establishment of the correctional courts, by orders 213 and 214, May 25, 1900, and No. 262, June 29, 1900.

A very important marriage law was published (Order No. 307), placing all religious orders on the same footing, and rendering marriages performed by ministers and priests lawful.

Under former order (66 of 1899) civil marriages were the only legal marriages.

MARRIAGE LAW, NO. 307.

Much has been written concerning Order No. 66 of 1899, published during the period that General Brooke was governor-general of the island of Cuba. This order grew out of conditions which can not be discussed in detail or thoroughly understood except by those who have lived some time in Cuba and were in Cuba after the close of the war. It was approved by the people very generally at the time it was issued, so much so that when I issued Order No. 307 (which I did after obtaining the opinion of the municipalities and courts of Cuba, as well as the opinions of my own secretaries) I issued it in the face of a strong majority in favor of maintaining Order No. 66 of 1899. This may seem strange from the American standpoint, but it is a matter of official record. Eighty municipalities approved of Order 66 of 1899 remaining in force, twenty-two approved of Order No. 307 being published, and five gave qualified approval. The supreme court, with the exception of one justice, was in favor of Order No. 66, 1899, being maintained. Three of the civil governors were in favor of maintaining Order No. 66, two were favorable to the new order, No. 307, and one gave no answer. Of the six audiencias, or high courts of the provinces, five were against Order No. 66 and one failed to submit an opinion. A great majority of the judges of first instance were in favor of Order 66, 1899, continuing. These were official expressions of opinion. The Archbishop of Santiago and the Bishop of Habana presented petitions signed by large numbers of people favoring the issuance of Order No. 307. The order was issued and is giving good results.

All these details are mentioned because certain individuals, entirely ignorant of the situation, have written articles reflecting seriously upon Order No. 66, 1899, and charging the military government with an act of oppression in imposing an order upon the people against their will and against their religious sentiments. The criticism of the military government for issuing this order, charging it with wantonly offending the sentiments of the Cuban people, is only one of the many instances where statements of a similar character are made. Nearly all, if not all, of these are made in ignorance and are unfounded in fact. The orders of the military governor, almost without exception, have been published upon the recommendation of the Cuban official or officials to whose department they properly pertain, and in very few instances without consulting them and obtaining their opinion.

Dr. Barreiro, after faithful and conscientious attention to the duties of his office, was compelled to resign on account of failing health, and resumed his former position as professor of Roman law in the University of Havana. He was succeeded after a short interval by Señor Miguel Gener y Rincón, formerly president of the College of Lawyers of the city of Habana, a man of marked ability and energy. The measures of Secretary Gener have been, many of them, bitterly opposed, but the work which he has performed has been far-reaching in its effects. There has been a general change in the stations of justices of the various audiencias, in order to send them to stations where they would be to as great an extent as possible removed from family connections and past associations. Incompetent and neglectful individuals have been dismissed, the number of correctional courts has been very greatly increased, the audiencias supplied with necessary material, and much done to improve the court-houses. Provisions have also been made and put in operation for a writ of habeas corpus, Order No. 427, October 15, 1900, as follows:

No. 427.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order relating to the writ of habeas corpus:

WHO MAY PROSECUTE WRIT—WRIT MAY ISSUE ON ANY DAY—PARTIES.

I. A person imprisoned or restrained of his liberty, within the island of Cuba, for any cause, or upon any pretense, is entitled, except where he has been committed or is detained by virtue of the judgment of a competent judge or tribunal, to a writ of habeas corpus, as prescribed in this order, for the purpose of inquiring into the cause of the imprisonment or restraint; and, in a case prescribed by law, of delivering him therefrom. A writ of habeas corpus may be issued and served on any day, but it can only be made returnable on a working day.

The parties to a case instituted by the writ of habeas corpus may appear by attorney as in other cases.

HOW AND TO WHOM APPLICATION FOR WRIT SHOULD BE MADE.

II. Application for the writ must be made by a written petition, signed, either by the person for whose relief it is intended, or by some person in his behalf, to any of the following judges of tribunals, or to the chief justices or associate justices thereof:

1. The judges of instrucción, in cases arising out of the acts of the municipal and correctional judges within the territorial jurisdiction of said judges of instrucción.
2. The audiencias and the sala de lo criminal of the audiencia of Habana in cases arising out of the acts of the judges of instrucción within the territorial jurisdiction of said audencias and said sala de lo criminal.
3. The supreme court in cases arising out of the acts of the audencias and the sala de lo criminal of the audiencia of Habana.
4. The judges of instrucción, or the audencias and the sala de lo criminal of the audencia of Habana, at the option of the petitioner, in cases arising out of the acts of any civil authority or offical, or of any corporation, association, or private individual, by which any person has been restrained of his liberty.

When an audiencia, or the sala de lo criminal of the audiencia of Habana, or the supreme court has jurisdiction the petition may be presented to its chief justice or any of its associate justices.

CONTENTS OF PETITION.

III. The petition must be sworn to by the petitioner, who shall be thus identified before a notary public, or the judge, or a member of the tribunal to which the application is made, without cost to such petitioner, and must state in substance:

1. That the person in whose behalf the writ is applied for is imprisoned or restrained of his liberty; the place of imprisonment or restraint, and the name or description of the officer or person by whom he is imprisoned or restrained.
2. That he has not been committed and is not detained by virtue of any judgment of a judge or tribunal.
3. The cause of pretense of the imprisonment or restraint, according to the best knowledge and belief of the petitioner.
4. If the imprisonment or restraint is by virtue of a mandate, a copy thereof must be annexed to the petition; unless the petitioner avers, either that by reason of the

removal or concealment of the person imprisoned or restrained before the application a demand of such a copy could not be made, or that such a demand was made and the copy was refused.

5. If the imprisonment or restraint is alleged to be illegal the petitioner must state in what the alleged illegality consists.

If the petitioner should not have knowledge of the facts referred to in Paragraph III, he must so state.

WHEN WRIT MUST BE GRANTED—PENALTY FOR REFUSING.

IV. A judge or tribunal authorized to grant the writ must grant it without delay, whenever a petition therefor is presented, as prescribed in this order, unless it appears from the petition itself or the annexed documents that the petitioner is not entitled by law to prosecute the writ. For a violation of this paragraph a judge, or if the application was made to a tribunal each member of the tribunal, who assents to the violation shall be jointly and severally responsible to the person imprisoned or restrained in the sum of $100, to be recovered by an action in his name.

FORM OF WRIT.

V. The writ issued as prescribed in this order must be substantially in the following form, the blanks being properly filled up:

The people of the island of Cuba, to ——— ———:

We command you that you have the body of ——— ———, by you imprisoned or restrained of his liberty, as it is said, together with the time and cause of such imprisonment or restraint, by whatsoever name the said ——— ——— is called or charged, before ——— ——— (here insert the name of judge or tribunal) at ——— ——— immediately after the receipt of this writ, to carry out the order of the judge or tribunal then and there to be made, and bring with you this writ.

Signed the ——— ——— day of —————, in the year 19——.

——— ———.

WHEN WRIT SUFFICIENT.

VI. The writ shall not be disobeyed for any defect of form, and particularly in either of the following cases:

1. If the person having the custody of the person imprisoned or restrained is designated, either by his name or office, if he has one, or by his own name; or if both names are unknown or uncertain, by an assumed appellation. Any person upon whom the writ is served is deemed to be the person to whom it is directed, although it is directed to him by a wrong name or description, or to another person, provided that the person imprisoned or restrained of his liberty is in his custody.

2. If the person directed to be produced is designated by name or otherwise described in any way, so as to be known to be the person intended.

WHEN WRIT TO ISSUE WITHOUT APPLICATION.

VII. Where a judge or a member of a tribunal authorized by this order to grant writs of habeas corpus has evidence that any person is illegally imprisoned or restrained of his liberty within his jurisdiction, he must issue a writ of habeas corpus for the relief of that person, although no application thereof has been made.

RETURN, ITS CONTENTS.

VIII. The person upon whom the writ has been duly served must state plainly and unequivocally in his return:

1. Whether or not he has, or at any time whatsoever had, in his custody, or under his power or restraint, the person for whose relief the writ was issued.

2. If he so had that person when the writ was served and still has him, he must state fully the authority and true cause of the imprisonment or restraint. If the person is detained by virtue of a mandate, a copy thereof must be annexed to the return, and upon the return of the writ the original must be produced and exhibited to the judge or tribunal.

3. If he so had the person imprisoned or restrained at any time, but has transferred the custody or restraint of him to another, the return must conform to the return required by the second subdivision of this paragraph, except that the substance of the mandate may be given if the original is no longer in his possession; and that the

return must state particularly to whom, at what time, for what cause, and by what authority the transfer was made.

The return must be signed by the person making it and must be sworn to by him in like manner as the petition must be sworn to, and without cost.

TIME OF RETURNING WRIT.

IX. Where the writ is returnable at a place within 30 kilometers of the place of service, the return must be made and the person imprisoned or restrained must be produced within twenty-four hours after service, and the like time must be allowed for each additional 30 kilometers.

BODY OF PERSON IMPRISONED OR RESTRAINED TO BE PRODUCED.

X. The person upon whom a writ has been duly served must also bring up the body of the person imprisoned or restrained in his custody, according to the command of the writ, unless he produces with the return a certificate of a physician, sworn to before a notary public or a judge, or a member of a tribunal, without cost, that the person imprisoned or restrained is so sick that the production of him would endanger his life or his health; but in such case the judge or tribunal may appoint a physician to make an examination and report, and may order the immediate production of the person imprisoned or restrained.

PROCEEDINGS ON DISOBEDIENCE OF WRIT.

XI. Where a person who has been duly served with the writ refuses or neglects, without sufficient cause shown by him, fully to obey it, the judge or tribunal before whom or which it is made returnable, upon proof of proper service thereof, must immediately issue a warrant of arrest, directed generally to any police officer of the island, commanding such officer immediately to apprehend the delinquent and bring him before the judge or tribunal. Upon the delinquent being so brought, an order must be made committing him to jail. The order must direct that he stand committed until he makes return to and obeys the writ.

ORDER TO PRODUCE PERSON IMPRISONED OR RESTRAINED.

XII. The judge or tribunal may also, in his or its discretion, at the time when the warrant of arrest is issued or afterwards, issue an order to the police officer to whom the warrant is directed, commanding him immediately to bring before the judge or tribunal the person for whose benefit the writ was granted, who must thereafter remain in the custody of the officer executing the order until discharged, admitted to bail, or remanded, as the judge or tribunal may direct.

PROCEEDINGS ON RETURN OF WRIT.

XIII. The judge or tribunal before whom or which the person imprisoned or restrained is brought by virtue of the writ, issued as prescribed in this order, must immediately after the return of the writ hear the evidence, examine into the facts alleged in the return and into the cause of the imprisonment or restraint of the person imprisoned or restrained, and must make an order to discharge him therefrom, if no legal cause for the imprisonment or restraint, or for the continuation thereof, is shown.

WHEN PERSON IMPRISONED OR RESTRAINED TO BE REMANDED.

XIV. The judge or tribunal must immediately make an order to remand the person imprisoned or restrained, if it appears that he is detained in custody by virtue of the judgment of a competent judge or tribunal, and that the time for which he may legally be so detained has not expired.

PROCEEDINGS ON IRREGULAR COMMITMENT.

XV. If it appears that the person imprisoned or restrained has been legally committed for a criminal offense, or if he appears by the testimony offered with the return, or upon the hearing thereof, to be guilty of such an offense, although the commitment is irregular, the judge or tribunal before whom or which he is brought must immediately make an order to discharge him upon his giving bail, if the case is bailable, or, if it is not bailable, to remand him.

BAIL, WHEN AND HOW ORDERED.

XVI. If upon the return to a writ issued as prescribed in this order it appears that the person imprisoned or detained is entitled to be bailed, the judge or tribunal must make an order, fixing the sum in which he is to be admitted to bail, and directing his discharge upon bail being given accordingly, as required by law. If sufficient bail is immediately offered, the judge or tribunal must take it; otherwise bail may be given afterwards to the judge or tribunal who or which originally committed the person imprisoned or restrained.

WHEN PERSON IMPRISONED OR RESTRAINED MAY BE COMMITTED TO ANOTHER OFFICER.

XVII. Where a person imprisoned or restrained is not entitled to his discharge and is not bailed, he must be remanded to the custody or placed under the restraint from which he was taken, unless the person in whose custody or under whose restraint he was is not legally entitled thereto; in which case the order remanding him must commit him to the custody of the officer or person so entitled.

CUSTODY OF PERSON IMPRISONED OR RESTRAINED PENDING PROCEEDINGS.

XVIII. Pending the proceedings on habeas corpus the judge or tribunal before whom or which the person imprisoned or restrained is brought may either commit him to the custody of the keeper of the jail where the proceedings are pending, or place him in such care or custody as his age and other circumstances require.

NOTICE TO BE GIVEN BEFORE DISCHARGING PERSON IMPRISONED OR RESTRAINED.

XIX. Where it appears from the return that the person imprisoned or restrained is in custody by virtue of a mandate, notice of the hearing must be given to the representative of the fiscal of the tribunal in which the case is pending.

PERSON IMPRISONED OR RESTRAINED MAY CONTROVERT RETURN.

XX. A person imprisoned or restrained, produced upon the return of a writ, may give testimony under oath, showing either that his imprisonment or detention is illegal, or that he is entitled to his discharge. The judge or tribunal must then proceed in a summary way to hear the evidence produced in support of or against the imprisonment or detention, and to dispose of the person imprisoned or restrained as the justice of the case requires. In the course of such hearing the judge or tribunal may examine the person imprisoned or restrained and any other witnesses whom in his or its judgment it may be desirable to hear, and for this purpose an adjournment may be taken, not exceeding three days, except on the petition of the person imprisoned or restrained.

PROCEEDINGS ON SICKNESS OF PERSON IMPRISONED OR RESTRAINED.

XXI. In case of the sickness referred to in Paragraph X of this order, if the return be in the proper form, and if the judge or tribunal accepts the truthfulness of the physician's certificate, the application shall be decided as if the person imprisoned or restrained were present, but the representative of such person shall be heard in his behalf without the necessity of any express power being granted.

OBEDIENCE TO ORDER TO DISCHARGE, HOW ENFORCED.

XXII. Obedience to an order to discharge a person imprisoned or restrained may be enforced by the tribunal which or the judge who made the same, by warrant of arrest, with like effect as in case of a neglect to make a return to a writ of habeas corpus. A person guilty of such disobedience shall forfeit to the person imprisoned or restrained $100, to be recovered by an action in his name.

WHEN DISCHARGE A BAR TO REIMPRISONMENT.

XXIII. A person imprisoned or restrained who has been discharged by an order made upon a writ of habeas corpus shall not be again imprisoned, restrained, or kept in custody for the same cause. But it is not deemed to be the same cause in either of the following cases:

1. Where he has been discharged from a commitment on a criminal charge and

is afterwards committed for the same offense by the legal mandate or other order of the tribunal wherein he was required by bail bond to appear, or in which he has been convicted for the same offense.

2. Where he has been discharged in a criminal case for defect of proof, or for defect in the commitment, and is afterwards arrested on sufficient proof and committed by a legal mandate for the same offense.

VIOLATION OF LAST PARAGRAPH.

XXIV. If a member of a tribunal, or judge, or any other person, in any manner, knowingly violates, causes to be violated, or assists in the violation of the last paragraph, he, or, if the act or omission was that of a tribunal, each member of the tribunal assenting thereto, shall be jointly and severally liable to the person imprisoned or restrained in the sum of $100, to be recovered by an action in his name.

TRANSFER OR CONCEALMENT OF PERSON IMPRISONED OR RESTRAINED TO ELUDE WRIT.

XXV. Anyone having in his custody or under his power a person entitled to a writ of habeas corpus, or a person for whose relief a writ has been duly issued, who, with intent to elude the service of the writ, or to avoid the effect thereof, transfers the person imprisoned or restrained to the custody or places him under the power of another, or conceals him, or changes the place of his confinement, shall be criminally responsible for the offense committed, in addition to the pecuniary liability provided for in the preceding paragraph, and a person who knowingly assists therein shall be equally liable.

ORDER WHEN PERSON RESTRAINED ABOUT TO BE CARRIED OUT OF ISLAND.

XXVI. Where it appears by proof satisfactory to a member of a tribunal or judge authorized to grant the writ that a person is held in illegal confinement or custody, and that there is good reason to believe that he will be carried out of the island, the member of the tribunal or judge must immediately make an order to prevent it, directed to any officer or person, and commanding him to take and immediately bring before the tribunal or judge the person restrained, to be dealt with according to law.

In this case, if the person who deprived the other of his liberty be present, he will be notified of the order made, which will have all the effects of a writ of habeas corpus so far as he is concerned, and he shall immediately make return.

ARREST OF THE PERSON DETAINING THE PERSON RESTRAINED.

XXVII. Where the facts mentioned in the last paragraph are also sufficient to justify an arrest of the person having the person restrained in his custody, as for a criminal offense committed in taking or detaining him, the order must also contain a direction to arrest that person for the offense, bringing the person arrested before the proper judge or tribunal.

PROCEEDING WHERE A WRIT IS REFUSED BY JUDGE OF INSTRUCCIÓN.

XXVIII. In cases where judges of instrucción have jurisdiction to grant writs of habeas corpus and refuse to do so, the petitioner may apply to the chief justice or any associate justice of the audiencia of the district, or, in a proper case, to the sala de lo criminal of the audiencia of Habana, setting forth on oath the fact of the refusal of the judge of instrucción.

WHEN SUBSEQUENT WRIT MAY ISSUE.

XXIX. But one petition for habeas corpus can be made for the same imprisonment or deprivation of liberty, unless new facts are alleged which destroy the reasons which justified the former decision, which new facts must be stated on oath in the petition, and their sufficiency will be judged by the judge or associate justice to whom it is issued. The person on whom a writ is served shall state in his return whether a previous writ has been issued for the same imprisonment or restraint; and if there has been a previous writ, the judge or tribunal shall summarily dismiss the application, except in the cases herein provided for.

PENALTY FOR REFUSING COPY OF PROCESS.

XXX. Any person who detains anyone by virtue of any written authority must deliver a copy thereof to the person arrested or restrained or to any person who applies therefor for the purpose of obtaining a writ of habeas corpus in behalf of the person imprisoned or restrained. If he refuses to do so, he forfeits $100 to the person imprisoned or restrained, to be recovered by an action in his name.

REPEALING PARAGRAPH.

XXXI. All laws, orders, decrees, or parts thereof existing in the island of Cuba which conflict with the provisions of this order are hereby repealed.

WHEN THIS ORDER TAKES EFFECT.

XXXII. The provisions of this order shall go into effect Decemoer 1, 1900.

J. B. HICKEY,
Assistant Adjutant-General

CORRECTIONAL OR POLICE COURTS.

Correctional courts have been established in all of the larger cities of the island. The procedure is oral and summary, very similar to the procedure of the police courts in the United States. The judge has jurisdiction to impose a fine of $30 or thirty days' imprisonment or both. If in his opinion the offense is one which demands a more severe punishment, the law provides for the impaneling of a jury of five members in a manner very similar to that employed in the courts of the United States. Upon the finding of guilty by this jury a sentence of one hundred and eighty days' imprisonment and a fine not to exceed $500 or both can be imposed.

The value of the correctional courts has been clearly demonstrated and their work appreciated. Much of the work formerly thrown upon the audiencias is now disposed of by these courts, to the great relief of the audiencias and to the benefit of administration of justice and the protection of the rights of persons held for trial, who, under the old system, were generally held for months waiting trial, frequently on trivial charges, only to be finally released for want of evidence. The conditions growing out of the old methods of procedure were shocking and indicated an absolute disregard for personal liberty and a reasonable consideration of the rights of those accused. Whether a case against a prisoner was disposed of in a day or a year was a matter of trivial importance and one in no way worthy of serious consideration or special effort. The administration of justice slept, and the rights of people to be tried with reasonable promptness and to be secured to as great an extent as possible in their personal liberty were not permitted to enter into the consideration of those in power to such an extent as to cause any serious interruption in the programme of delay and, I regret to say, sometimes also of neglect and inattention to duty. There were bright exceptions to the general rule, but they were not nearly so numerous as they might have been. The weakest portion of the entire government has been in its courts, and unless this weakness can be thoroughly corrected and the correction vigorously maintained, no free government can exist in this island. Too much stress can not be laid on this point, as it is of vital importance.

Conditions now existing in the administration of justice are much better than they were, but is difficulty to change in a day methods generations old. Public opinion must support—and I believe it will—

the good men who are coming to the front, anxious to correct old conditions and do work creditable to the coming government of Cuba.

The police court, presided over by Maj. W. L. Pitcher, Eighth Infantry, rendered good and efficient service in Habana and became a terror to evil doers. Major Pitcher was relieved in order to accompany his regiment. The following civil order was published relative to Major Pitcher's work in connection with the court and supervision of police of the city. He was succeeded by Maj. L. V. Caziarc, Second Artillery, whose faithful and able services with the police and detective force have done much to maintain their efficiency.

No. 289.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 14, 1900.

The military governor of Cuba directs the publication of the following:

Maj. W. L. Pitcher, Eighth Infantry, supervisor of police and provost-marshal of Habana, having been relieved, at his own request, to join his regiment leaving Cuba, the military governor desires to commend in a very high degree the many and eminent services rendered by Major Pitcher during the past fourteen months to the military government and to the city of Habana, which services have contributed in a very large extent to the establishment of justice, the efficiency of the police, and the maintenance of peace and order in this city of over 230,000 inhabitants, and the military governor regrets the necessity of Major Pitcher's separation from his staff.

J. B. HICKEY,
Assistant Adjutant-General.

DEPARTMENT OF AGRICULTURE, COMMERCE, AND INDUSTRIES.

This department is yet in its infancy. It was separated from that of public works and reorganized as a separate department.

Cuba is essentially an agricultural country and derives her welfare principally from the soil. Her lands are fertile to a wonderful degree, and as yet her resources have been only partially developed. In the future it is believed that this department will become one of the most important of the insular government and that under its supervision will be established various agricultural stations for experimental work and observation. The department was at first under charge of Gen. Rius Rivera, who took up its organization with energy and devoted much time to establishing it upon a sound basis. In addition to the purely agricultural work, it includes commerce and industries, including patents and trade-marks. This department has also under its supervision mines, forests, and fisheries, and is charged with protecting the government's interests in these departments, work which has hitherto been extremely difficult for want of complete surveys of government lands and forests and also for want of proper boats for patrolling the coast and enforcing the fishery laws.

Sr. Rivera resigned on May 1, 1900, and Sr. Perfecto Lacoste was appointed as secretary of this department. Secretary Lacoste is president of the planters' association and has always been interested in the development of the agricultural interests of Cuba, and no man better qualified for this position could have been found. He is a citizen of the United States, a graduate of the University of Pennsylvania, and was particularly well qualified to take up the work. His labors in this department have been unremitting, and much valuable data has been gathered. The agricultural interests were encouraged and stimulated by the appointment of one so closely identified with them.

Among the more important works performed by this department have been the establishment of definite rules and regulations regarding patents, certain important orders concerning fisheries, and a systematic supervision of public forests. In addition to the routine work of the department, Secretary Lacoste has made a careful study of the conditions in certain portions of the island, i. e., in the districts of Sancti Spiritus, Trinidad, and the province of Puerto Principe and the country about Holguin and Victoria de las Tunas, where he found that the reconstruction is far behind that in other portions of the island. These regions were principally devoted in former times to grazing and the raising of cattle. The war left the people in these sections without means to purchase them, and in order to facilitate the development of this old industry and do all possible toward its reestablishment Secretary Lacoste was directed to make arrangements to purchase cattle and horses for sale to poor people in these districts, the sale to be made at actual cost to the Government, and the purchaser, if unable to pay for his stock on delivery, was to be allowed to give a note, secured both on the cattle and on his land, and bearing interest at 4 per cent, payable in three years, or before if desired by him. An agent was sent to Mexico for cattle, it being impracticable to bring them from those regions wherein cattle are nonimmune to Texas fever. Extremely favorable arrangements were made and $100,000 worth of cows selected and shipped to Cuba and distributed to the people of these regions. No man was allowed to purchase more than five cows, and the number actually purchased was usually from three to five. These cattle were large and of excellent quality—large enough, in fact, to be worked in breaking up small tracts of land. The contract called for payment on delivery in Cuba—so much per head—the seller bearing all risk and expenses of shipment. These cattle were received in Cuba at a cost of $29 per head. Ten thousand dollars' worth of mares were also purchased and landed at a cost of $23 per head. The prices for both cows and mares are fully from 30 to 50 per cent lower than prices made by private parties. This assistance of the Government has been a great encouragement to these poor people and furnished them with means for making a definite start.

In addition to the above, large amounts of agricultural implements have been purchased and distributed—plows, hoes, machetes, and axes. Both the live stock and the implements have been distributed by committees composed of the best citizens of the districts. The effect has been excellent both in the way of giving the people renewed hope and courage and in showing to them that the Government was making every effort in their behalf. So successful was this entire transaction that various planters are anxious that the Government should ship in cattle, even if it should sell at some slight advance over the prices above mentioned. This of course can not well be done, but it is the intention to import more cattle and also a few shiploads of horses to be distributed in the same manner as those already imported.

The planters and small farmers of Cuba are an honest, warm-hearted, worthy class of people. They have suffered untold hardships during the series of wars. Their estates have been burned and reburned, and to-day there is no class in Cuba more appreciative of the conditions of good order and protection of life and property which exist in the island. These are the real Cuban people, and they are not engaged in politics, nor has their opinion yet been expressed.

The agricultural resources of Cuba have never been more than partially developed. Its largest crop of sugar, 1,200,000 tons, was made with only a small portion of the available sugar lands under cultivation. Cuba is as yet an undeveloped island and possesses infinite possibilities. Its present population is only a fraction of the population which it can support and which is needed to properly develop it.

In the mountains of the east some of the best coffee in the world is grown. In former times this industry was extensive, but it was largely destroyed during the ten years' war and has never recovered. Cocoa of the best quality is also produced in large amounts. Lemons and oranges of excellent quality also grow with little cultivation. There are large forests of valuable hard woods and inexhaustible supplies of iron. There are numerous mines of oxide of manganese, copper of excellent quality, and some zinc. Only a very small portion of the province of Santiago has ever been under cultivation, and the great central section, which contains some of the richest land in Cuba, is entirely untouched. The construction of the proposed Central Railroad will do much to develop this portion of Cuba. In Puerto Principe are many tracts of grazing lands for cattle, mines of excellent iron ore, and considerable copper; also large amounts of timber in the southern portions.

The four western provinces, although much more fully developed than the two eastern, still present enormous tracts of land awaiting cultivation. Almost all kinds of vegetables and fruits grow in abundance. Frost is unknown in Cuba. The opportunities for the agriculturists and planters are unexcelled. There are also valuable sponge fisheries on the north coast in the vicinity of Caibarien and on the south coast to the east and west of Batabanó. In short, Cuba is an island of almost incredible richness and as yet undeveloped. I can not imagine a better country for young men with moderate capital. The island, under a stable government, has wonderful possibilities.

There need be no hesitation on the ground of health. Moderate care at first and a regular life during the period of acclimatization are the only precautions necessary. Land of excellent quality can be purchased for $1.50 per acre in the interior, all of which will soon be opened up. Even near the seacoast excellent fruit and tobacco land is sold to-day for $5 to $8 an acre. Men coming here should have sufficient capital to establish and maintain themselves for one season.

One of the greatest needs in the island at present is the establishment of agricultural banks, as they are called in Cuba—banks loaning money at reasonable rates to planters, farmers, and stock raisers. Owing to the uncertainty of Cuba's political future, rates of interest are high and loans difficult to obtain, and when obtained are usually subject to harsh conditions. In certain of the rural districts interest is as high as 24 per cent. The prorogation of the stay law, by which foreclosure of mortgages is prohibited, has in many cases simply deferred the day of settlement, and its general effect has been to tie up capital. No one with money has been willing to loan it, fearing an extension of the stay law or the publication of another of similar character. In order to circumvent the conditions imposed by this law money has been loaned mostly on rural property on what are known as "conditional sales"—transactions which are nothing more or less than mortgages from the standpoint of the common law.

The war taxes of 3 and 10 per cent which the railroads were collecting on passengers and freight have been abolished. There are no export duties on sugar, and it is believed that a reduction of 50 per cent on the export duty on tobacco will be granted in the near future.

The great desire of Cuba to-day is to obtain a reduction on the import duties of Cuban products into the United States, and strong efforts are being made in this direction. All farseeing business men realize that Cuba's prosperity and advancement depend absolutely upon her commercial relations with the United States, where her two main products have their principal market. High duties against Cuban products mean that the development of Cuba will be slow, if at all. The importation of United States products into Cuba, while it is increasing, is yet considerably below the total importation from other countries. The establishment of reciprocity in commercial relations between Cuba and the United States means everything to Cuba, for if she can obtain favorable duties on her tobacco, and especially on her sugar, her development will be immediate. The greater proportion of her available sugar lands have not yet been touched. The same is true of coffee and tobacco lands.

Cuba must now market her principal products in the United States. New conditions have changed her old commercial relations, and if she is to live and prosper she must have lower duties on her sugar and tobacco, especially the former. With such reduction the development of the island will be rapid and immediate.

DEPARTMENT OF FINANCE.

This department is, as heretofore stated, charged with the care and safe-keeping of public buildings and public properties, the collection of State taxes, the preparation of tax laws, regulations, and instructions, etc.; supervision of municipal taxation; collection of internal revenue; and under Spanish administration it also had direct control of the treasury, which under the military government has been maintained as a distinct department under the direct control of the military governor. The office of the secretary of finance also contains records of all public properties, and to the secretary are submitted all appeals against municipal tax ordinances and decisions under general tax laws. The department is also charged with the disbursement of all funds expended for the payment of the salaries of the various departments of the government, public works in all its branches, schools, etc. Cuba is divided into eleven fiscal zones, which are each presided over by an agent of the finance department, to whom are sent the pay vouchers and pay rolls of all government officials and employes within his district, and to whom are sent the funds needed to cover all disbursements. This department has been called upon to perform an enormous amount of work. Innumerable decisions have had to be rendered on appeals against tax laws and regulations, new tax lists have been made up, a great deal of work connected with establishing title to public property has been performed, and the numerous details incident to the establishment of the civil disbursing system have been carried out.

Enrique José de Varona was secretary of finance until the 1st of May, at which time he was appointed secretary of public instruction, and Leopoldo Cancio, then assistant secretary, was made secretary of finance. During the secretaryship of Señor Varona many important measures were proposed and promulgated; among them that of the liquidation of inheritance and transfer taxes, unknown ownership of property, and various regulations referring to the inspection and collection of taxes. On May 1 Secretary Varona was succeeded by Señor Cancio, under whose administration this department has continued to the present time.

Señor Cancio's main labors have been devoted to regulating and improving the details of the general system of taxation, and every effort has been made to render the system as equitable and just as possible. I think the whole system is wrong and that the tax on incomes should be abolished and a tax on values established throughout the island.

On January 22 Order No. 34 was issued, as follows:

No. 34.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 22, 1900.

The military governor of Cuba directs the publication of the following:

The herein-named persons are hereby designated as members of a commission to consider the general subject of taxation in all its aspects in the island of Cuba; to wit: Enrique José de Varona, Pablo Desvernine, Leopoldo Cancio, Horatio Rubens, James E. Runcie.

The commission is requested to meet in the office of the military governor on Wednesday, January 24, 1900, at 3 p. m. for organization.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

The purpose of this commission was to consider the general subject of taxation in all its aspects. I hoped that the commission would recommend the abandonment of the tax on incomes and adopt one on values. This, however, was not done, and perhaps the decision not to change at this time was a wise one, for there had been so many radical changes in the method of administration and so many of the new officials were entirely without experience that each and every serious change meant a good deal of confusion and delay in the conduct of public business in this department. The present principle of taxing only productive property works as a hardship in many instances, the result being that those who have large properties live abroad and permit them to lie idle, pay little little or no taxes, their hard-working, industrious neighbors, who, by their thrift and energy, reconstruct the country, being compelled to bear practically the entire burden of taxation. The landholders or plantation owners whose properties are idle are in the meantime benefited by the labor of the industrious planter, whose taxes commenced with the output of his first crop. The system has worked a great injustice. Many of the largest property owners live abroad. They have taken no interest whatever in the reconstruction of the country, but in the meantime their estates have been protected and their property safeguarded by the government maintained and supported by the taxes paid by those who, by industry and thrift, have partially reestablished the natural order of things. If Cuba were densely populated and all her lands under cultivation the present law would be a fair one, but under conditions existing in Cuba to-day it is a law which throws the burden of reconstruction entirely on the hard-working men and places, as it were, a premium on the idleness of the nonproducer. The amounts derived from taxation have been comparatively small; few of the state properties are rented, and on many which have been rented it has been impossible to collect rents in accordance with the value of the property.

The department of finance has been charged with very many investigations of the financial accounts of municipalities, a great portion of which have been unable to properly render their accounts or assess the taxes in accordance with law. It has had to establish the various fiscal zones, with suitable paymasters, and instruct them thoroughly in the use of the forms and blanks required by island regulations. In addition to this work, the finance department has been called upon to make many examinations as to the status of ownership of numerous properties claimed by the church as church properties.

In making the rules and regulations for municipal taxation a maximum limit of assessment was given to the municipalities of the various classes beyond which they should not under any circumstances collect. No minimum limit was fixed, the purpose being to encourage each municipality to economize and make as good a record as possible in economical administration. These rules and regulations were promulgated in Order 254 of June 28. Many of the municipalities applied the full limits of the tax and many others have kept well below it.

In the last few months the question of church property has arisen and the department of finance has had great additional labors thrown upon it in the way of searching titles, collecting evidence, etc., on behalf of the state.

The work of the department has been well and promptly performed. Many important measures were formulated and proposed by it and promulgated, among which was the aforementioned Order 254 of June 28 and No. 335 of September 4, the latter containing regulations for the formation of assessment records that will serve as a basis for the direct taxation of real estate in this island.

These orders have been carefully drawn by the secretary and govern the question of municipal and general taxation and the collection of delinquent taxes.

The efforts of the department have been sincere and directed toward removing harsh or unjust features in the old tax law. The duties of the secretary have been extremely disagreeable, as he has had to represent the department responsible for the collection of taxes under laws and regulations most of which had been entirely disregarded for the past six years.

At the present time many of the municipalities are only collecting a portion of the taxes which they should collect. The desire for popularity on the part of city officials, combined with a feeling that the state is going to help them out of all financial difficulties, has led them to be unduly lenient in the enforcement of existing regulations.

There are numerous serious problems which present themselves to the department of finance. Among the more important are the devising of some scheme for the just division of the numerous estates held in common, which are known as "haciendas comuneros," the framing of a new tax law which shall be based upon valuation, and a rigid supervision over municipal taxes.

Attention is invited to the report of the secretary of finance, which accompanies this report.

THE INSULAR TREASURY.

The treasury properly belongs to the department of hacienda or finance, but has been maintained as a distinct division under an officer of the army, Maj. Eugene F. Ladd (captain, Ninth United States Cavalry), who has conducted it with ability, gradually building up the present system of the office, which fills the requirements of the island service.

The duties of the secretary of finance have been so numerous and complex in dealing with the difficult situation resulting from the war, and calling for the exercise of the most diverse talents, that it has been deemed better not to impose the additional burden of the treasury at the present juncture.

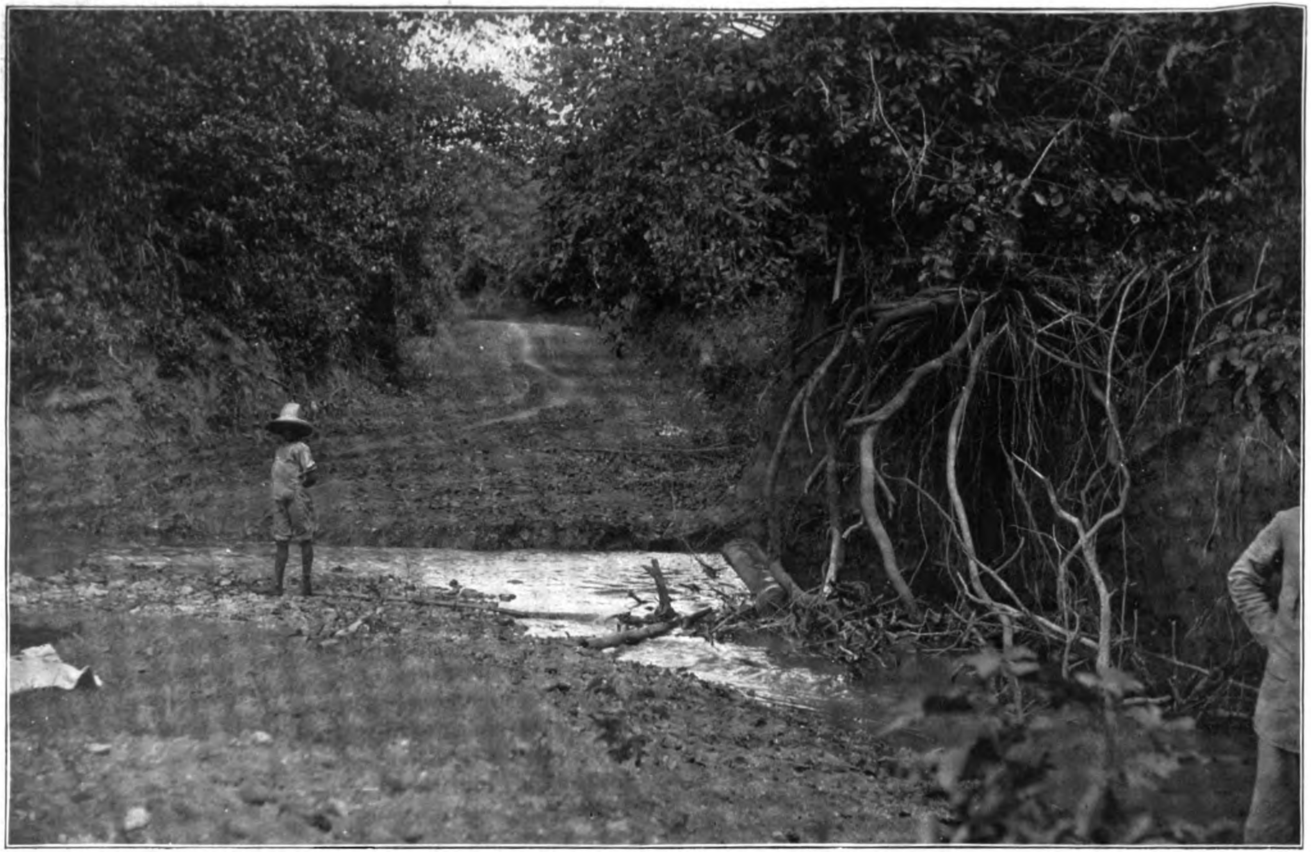
All moneys received from customs, internal revenues, and postal and miscellaneous receipts are deposited with the treasurer of the island and issued only on warrants signed by the military governor. The great bulk of receipts comes from the customs, internal-revenue receipts being as yet comparatively small and far below the amount collected in former times. Postal receipts are gradually increasing, but are still considerably less than postal expenses. Much of the money received is in Spanish and French gold. These coins have been shipped, as a rule, to the United States and recoined, then sent back to the island as American gold coinage of various denominations. Most of this money has been sent by United States transports, and every effort has been made to avoid unnecessary expense to the island. The principal loss has been from the underweight of Spanish coins from wear and tear. This, however, has not been excessive.

The amount of currency usually held in the treasury varies from $1,500,000 to $2,500,000. All funds are disbursed through the North American Trust Company, which receives a commission of one-fourth of 1 per cent for disbursements made in Habana and at other points where moneys are deposited to its credit by the treasurer of the island. At all points where moneys have to be transferred by the company for the purpose of disbursement a commission of one-half of 1 per cent has been charged. The military government holds bonds and securities securing this deposit, and $750,000 in the form of a bond of the Maryland Fidelity and Trust Company. The amount held by the trust company varies from less than $1,000,000 to $2,500,000 and represents the allotments made to disbursing officers, civil and military, throughout the island and deposits of the treasurer.

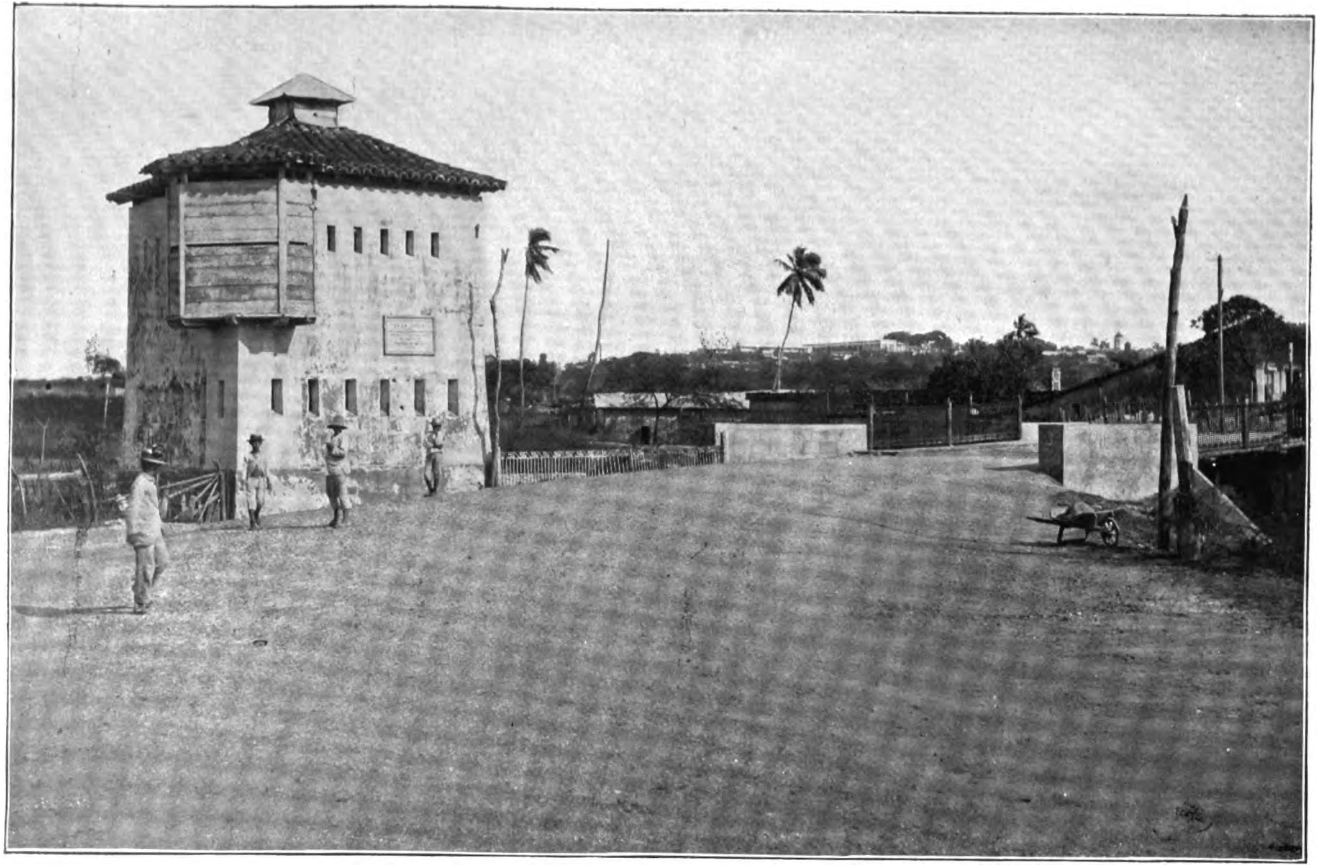
REQUISITIONS FOR DISBURSEMENT OF FUNDS.

All officers, civil and military, requiring funds submit estimates on regular printed forms through the proper channels, either civil or military, to the auditor of the island, who indorses thereon the amount of money for which the officer is already accountable, as represented by unaudited accounts, and submits the requisition to the military governor, in whose office it is carefully examined and the requisition under each head scrutinized for the purpose of ascertaining whether or not it is for a duly approved project or purpose. The requisition, as approved by the military governor, is then sent to the treasurer of the island for an accountable warrant. It is then returned to the military governor, who signs the warrant, which goes to the treasurer, who places the money to the officer's credit.

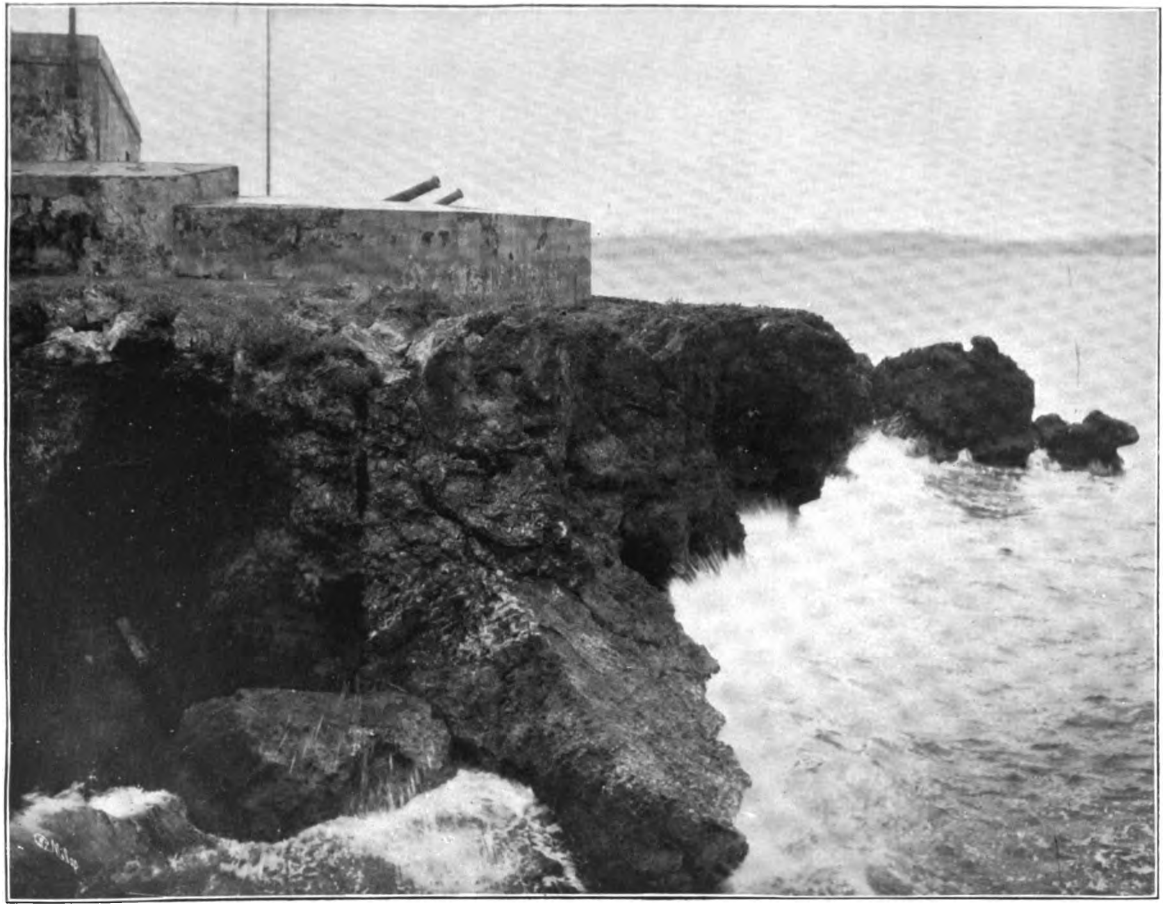
Disbursements by disbursing officers are made practically in accordance with the rules and practices governing in the United States, and their accounts are submitted to the auditor for final settlement. In case of a suspension of account, he calls upon the officer for explana-



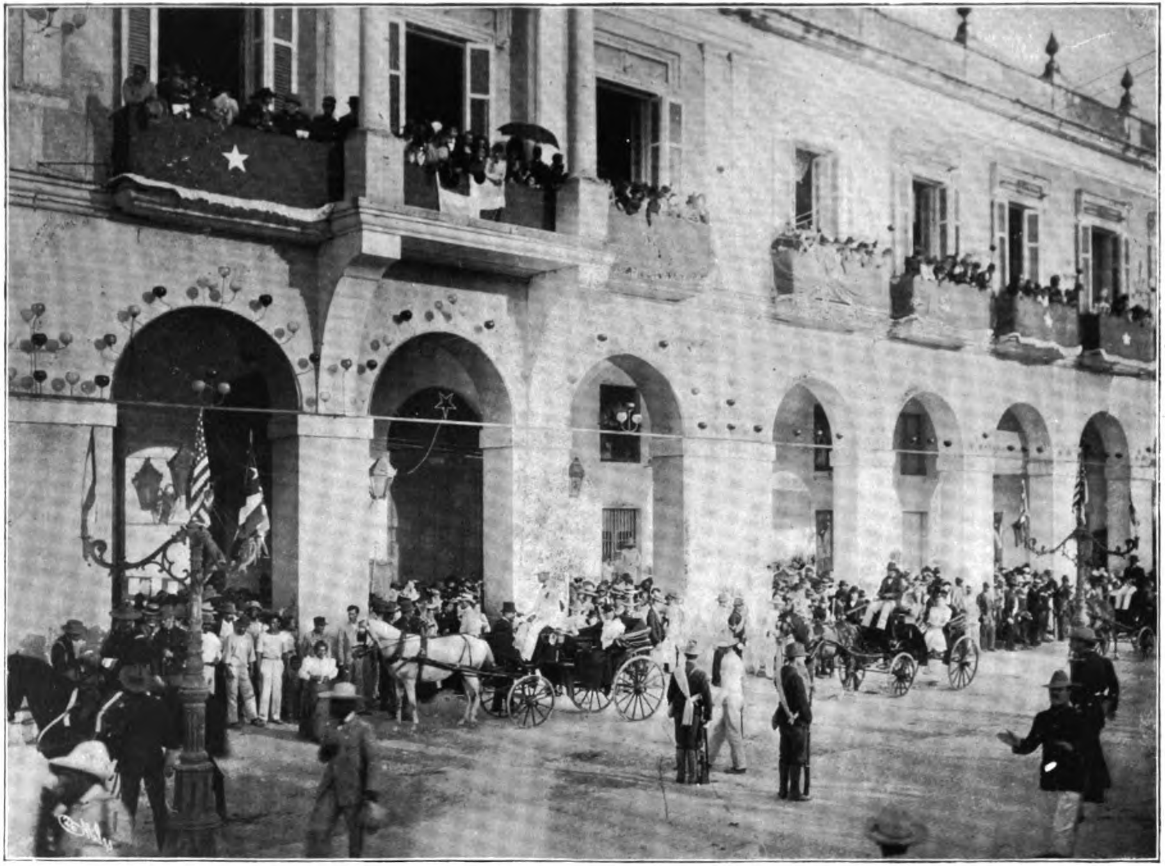
SAN JUAN RIVER, NEAR SAN JUAN HILL, SANTIAGO, BELOW BLOODY BEND.



OLD SPANISH FORT, SANTIAGO.



VIEW OF FORT PENAS ALTAS, MATANZAS HARBOR.



VIEW IN FRONT OF THE PALACE, MATANZAS.

tion. If this is unsatisfactory, and the suspension is not removed, the responsible officer then has the right of appeal to the military governor. If the military governor sustains the auditor, his decision becomes final. If he disagrees with him, the matter must then be referred to the Secretary of War for final decision.

Forms of requisition and various forms used in keeping and rendering accounts will be found accompanying the report of the auditor of the island.

This system may at first sight appear cumbersome and too full of detail. It imposes, it is true, a great amount of work upon the military governor and the officer whose duty it is to check up these estimates, but it also furnishes many safeguards against losses and reckless use of money, and renders officers, civil and military, exact and careful in their methods, and puts on file in the office of the military governor an exact and detailed statement of every expenditure, even to the smallest details, as the estimates are required to be submitted in full detail, and no money is allotted except for an approved purpose. Three copies of each estimate are forwarded, each signed by the officer making the requisition, the auditor, and approved by the military governor. One copy is sent to the secretary of finance, one is retained in the office of the military governor, and the third is kept by the auditor as a check in auditing the account.

THE AUDITING DEPARTMENT.

The auditing department is charged with the auditing of all accounts involving expenditure of island funds. The head of this department is the auditor of the island, who has as his assistants the assistant auditor of customs, assistant auditor of posts, and the assistant auditor of internal revenue. These are the principal divisions of the office. Methods of auditing are practically those of the United States. The present auditor, Lieut. E. C. Brooks, Sixth Cavalry, has been in charge of the office since April 11, 1900. When he was placed in charge of the office affairs were in bad condition, and an enormous amount of work has had to be done to put the office upon its present efficient footing. A great portion of the accounts were months behind. In addition to the enormous amount of regular work, the auditor was called upon to send in a full statement in reply to the various Senate resolutions covering expenses and disbursements in Cuba. This work has been ably and efficiently conducted by Lieutenant Brooks, and the office records brought up as nearly to date as is practicable in an auditing office.

Maj. Eugene F. Ladd had acted as auditor for the first six months of 1899. He was succeeded by Mr. William P. Watson, and Mr. Watson by Mr. W. E. Emory, who was relieved just prior to the appointment of Lieutenant Brooks.

The work of the auditing department has been extremely difficult, as many of the civil disbursing officers are men who have had very little experience in accounting for and handling moneys, and most of them were entirely unfamiliar with the forms and regulations of our accounting system. Most of these difficulties, however, have been overcome, and the work for the future will be comparatively easy. The amount of work called for by the Senate resolutions has been enormous and has entailed considerable additional expense, amounting to over $15,000.

POST-OFFICE DEPARTMENT.

The postal service of the island was organized by Estes G. Rathbone, esq., former director-general of posts. This department was, at the time of my assignment as military governor of the island, practically an independent department. It had as auditor one of the assistant auditors, a subordinate of the auditor, but so thoroughly removed from his control and so completely under the influence of the director-general of posts as to finally result in an almost complete separation of the offices of auditor and that of assistant auditor of posts. The department of posts was practically conducting its own affairs without any definite control being placed in the hands of the governor-general of the island.

Various circumstances induced me to believe that there was something radically wrong in the administration of this department, and an investigation was made which resulted in the disclosure of an unfortunate condition of affairs and in the flight and arrest of Charles F. W. Neely and the subsequent arrest of Mr. Rathbone and others. On July 14, 1900, the President issued the following order, definitely prescribing the procedure in regard to funds, appointments, etc.:

No. 304.

Headquarters Division of Cuba,
Habana, August 3, 1900.

The military governor of Cuba directs the publication of the following instructions relating to the administration of the postal department of the island:

[Circular No. 40, Division of Customs and Insular Affairs.]

War Department, *Washington, July 23, 1900.*

The following order of the Postmaster-General relative to the postal service in Cuba is hereby published for the information and guidance of all concerned:

Order No. 810.

July 14, 1900.

The following instructions are given for the guidance of the director-general of posts of Cuba in the administration of his department:

1. A monthly statement in detail shall be made at the earliest practicable period by the director-general of the estimated expenditures and receipts in the postal service for the ensuing month. One copy of such statement shall be transmitted to the Postmaster-General and one to the governor-general of Cuba. As any excess of expenditures over receipts is to be paid from the general revenues of the island, the governor-general shall be authorized to revise the expenditures, and such changes as he may deem best for the public interest shall be accepted by the director-general.

2. Monthly statements of the actual expenditures and receipts shall be made as early as practicable. One copy shall be transmitted to the Postmaster-General and one copy to the governor-general of Cuba.

3. In furtherance of the object herein sought—of promoting unity in the financial administration of Cuba and of governing the scale of expenditures in harmony with the measure of revenue—no obligation or contract for an amount exceeding $1,000, whether for transportation or any other branch of the postal service, shall be entered into without the approval of the governor-general.

4. The director-general of posts shall appoint postmasters and other officers and employees of the service and fix their compensation, as heretofore provided; but in order that the administration of the posts may be in full accord with the policy governing the general administration of the island, in the designation of natives and in other respects, the action of the director-general of posts in making appointments and fixing compensation shall be subject to the approval of the governor-general.

Ch. Emory Smith,
Postmaster-General.

This order to be duly proclaimed and enforced in Cuba.

Elihu Root,
Secretary of War.

J. B. Hickey,
Assistant Adjutant-General.

Mr. Rathbone was succeeded by Mr. M. C. Fosnes as director-general of posts. The frauds and irregularities were brought to a summary conclusion, and at present the department of posts is turning in much larger receipts to the General Government and is, I believe, being ably and efficiently administered.

The irregularities disclosed in the investigation above referred to were scandalous in character and, I believe, indicated a conspiracy to systematically defraud the island government.

Mail contracts have been made on favorable terms, and the entire postal service may be generally considered as being firmly established and thoroughly efficient.

LIGHT-HOUSE SERVICE.

The light-house service was first organized under Mr. Mario Menocal, who resigned on account of important private business and was succeeded by Mr. E. J. Balbin, the present efficient head of this department. The work of the light-house service has been principally in equipping many of the lights, organizing for their systematic maintenance and supplies, the completion of the construction of the light-house at Cienfuegos, and extensive work in the way of placing beacons in the inland waters of the south coast. Contracts have been made, and are now being filled, calling for the delivery of large amounts of buoys, anchors and chains, and numerous port lights; also for the construction of two large light-houses of the type of the Alligator Keys light-house, off the Florida coast. One of these new light-houses is to be located on the western end of Colorado reef and the other at Bahia Honda. These two lights will be of great service to ships coming from the Gulf of Mexico and will result in the avoidance of a good many wrecks in future. The strong set of the currents on the north and west coasts of Cuba and the absence of lights between Cape Antonio and Habana have resulted in many valuable ships and lives being lost. The demands of this service require a light-house tender capable of making the voyage around the island and carrying supplies to the various light-houses. This vessel should also have apparatus for handling buoys, etc.

All the coasts of Cuba require resurveying, and most of the harbors require buoys and marking. Light-houses, in addition to those above mentioned, are required on the southern coast of the Isle of Pines and on the easterly termination of the keys south of Mantanzas.

Attention is invited to the report of the chief of the board, who has worked unremittingly in developing the efficiency of this service.

QUARANTINE SERVICE.

The quarantine service has been conducted in a thoroughly effective and efficient manner by the officers of the United States Marine-Hospital Service, both regular and contract. During the first portion of the year it was under the charge of Dr. H. F. Carter, and later under Dr. A. H. Glennan. The administration of the service by both of these officers has been admirable. They have always cooperated loyally and efficiently with the insular government in its effort to maintain good sanitary conditions in the island. The service is well equipped at all principal ports with disinfecting apparatus, both afloat and ashore, launches, etc. The majority of the officers are Americans, but among them are found many Cubans who are receiving thorough and careful instruction in the administration and working of this department. These men will soon become available for service as quarantine officers at the various ports. The work done has included almost all classes of marine disinfection, the disinfection of immense amounts of baggage, and the careful control and supervision of those found necessary to hold in quarantine.

Attention is invited to the individual report of the chief quarantine officer, which is included herewith, attached to the report of the secretary of finance.

The quarantine service as originally established and administered was entirely independent of the island authorities. Funds were allotted for its maintenance upon presentation of a statement of expenditures. Under this system the general administration and expenditures of the quarantine service were entirely beyond the control of the military governor of the island, and while the administration and conduct of the service was both economical and efficient, yet inasmuch as the general purpose of our control in Cuba is to establish a stable government it was deemed best to place all departments of insular administration under one general head in order that the military governor, who is responsible for the proper and economical maintenance of the island government, should have under his control all expenditures therefor. This was accomplished by the following order:

No. 292.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 17, 1900.

The following order of the President of the United States is, by direction of the military governor of Cuba, published for the information and guidance of all concerned in the island of Cuba:

[Circular No. 39. Division of Customs and Insular Affairs.]

WAR DEPARTMENT,
Washington, June 30, 1900.

The following order of the President, relative to the Marine-Hospital Service in Cuba, is hereby published for the information and guidance of all concerned:

EXECUTIVE MANSION,
Washington, D. C., June 29, 1900.

On and after July 15, 1900, there shall be detailed on the staff of the military governor of the island of Cuba, as chief of the quarantine service established by the Executive order of January 17, 1899, a commissioned officer of the Marine-Hospital Service, who shall, on the first day of each month, or at such other periods as may be directed by the military governor, submit to the military governor a detailed estimate of the quarantine expenses of the island of Cuba. After the approval of such estimate by the military governor the chief quarantine officer shall make requisition for the funds required in favor of the disbursing officer or agent, who shall pay the bills and vouchers on account of the quarantine service upon the certificate of an officer detailed under Executive order of January 17, 1899, and after approval by the chief quarantine officer. The disbursing officer or agent shall render his accounts of such disbursements in accordance with the rules and instructions to carry into effect the Executive order of May 8, 1899, relative to the military government of the United States in the island of Cuba during the maintenance of such government.

WILLIAM MCKINLEY.

This order to be duly proclaimed and enforced in Cuba.

ELIHU ROOT,
Secretary of War.

J. B. HICKEY,
Assistant Adjutant-General.

The geographical situation of Cuba, especially Habana, renders it most essential that the quarantine work should be thoroughly and systematically conducted. Cuban ports, until recently, have always been centers of yellow-fever infection, Habana especially so. The tramp steamers, as well as passenger steamers, plying between Central American, Mexican, and United States ports touch, as a rule, at Habana. In many instances it is believed that infection is brought to Habana from the Central American and Mexican ports, especially Vera Cruz and Progreso, and there is little doubt that cases of yellow fever supposed to have originated in Habana have been brought from the above-mentioned ports. The local quarantine between Habana and other seacoast cities of the island has also been an important feature of the service, in order to prevent the fever being carried from Habana to the smaller ports.

All of this work has been ably and efficiently conducted. There is no reason to doubt that with maintenance of an efficient and thoroughly sanitary work, combined with careful and rigid maintenance of quarantine, Cuba will in a few years be practically freed from yellow fever, certainly as a constant factor. Of course the principal means in obtaining this result will be sanitation, but nevertheless a very important agent will be the enforcement of proper quarantine regulations. There is no reason why Cuba should not be a healthy country, and Habana ought to be one of the healthiest cities in the world.

CUSTOMS.

The customs service has been, since the organization of the island government, under the charge of Maj. Tasker H. Bliss, who has been chief of the service and collector of the port of Habana. Major Bliss has had as subordinates in the larger ports officers of the Army as collectors; at some of the smaller ports civilians, usually Americans. Nearly all the collectors, however, have been officers of the Army.

This service has been admirably administered and directed. The collections have been economically made. Each collector has been supplied with the necessary launch and boats required. The customhouses have been very generally repaired and rendered habitable and presentable. At some of the larger ports launches sufficiently large for patrol work have been purchased in order to cover the shallow inland waters in the vicinity of the ports. These, however, were found to be insufficient, and early in the present year it was decided to build five small steel patrol boats, four of them 60 feet long and one 70, with light draft, good beam, fair speed, and so constructed as to be capable of standing rough weather. The contract for this purpose was made with Nixon, shipbuilder, and the boats ordered were delivered in October, but did not reach Cuba until December. The five boats were constructed and fully equipped for approximately $40,000, or about $8,000 each, including armament of one rapid-firing one-pounder, with liberal supply of ammunition for each boat. These little vessels were brought to Cuba by inland waters as far as Florida and then across to Habana. They have shown themselves to be thoroughly seaworthy, reasonably fast, and comfortable for the crew. Their extreme draft is about 3 feet. These boats, together with a former Spanish gunboat, a small craft of some 70-odd feet, constitute the revenue-cutter service of the island. They are stationed at various ports on the north and south coasts and are rendering excellent service in the protection of fisheries and prevention of smuggling. They are, moreover, gathering very valuable information in reference to the coast, such as the soundings at the mouths and for certain distances up the rivers, locating channels among the reefs and collecting data of all kinds for the use of mariners.

The arrangements for the construction of these boats, the supervision of their construction, their conduct to Florida, and control in these waters have been in the hands of Lieut. Felix Hunicke, former lieutenant, United States Navy. Lieutenant Hunicke's work has been very conscientiously and ably performed.

Attention is especially invited to the report of Maj. Tasker H. Bliss in all that pertains to the details, administration, receipts, etc., of the customs service. Major Bliss's work has been of an exceptionally high order. He has built up and organized a thoroughly first-class customs service, and in the conduct of this service he has displayed the greatest zeal, intelligence, and loyalty not only to the material interests of the island, but to the purposes and policy of the Administration. His services, in short, have been invaluable, and his department has been one of the most stable and efficient branches of the island government.

UNIVERSITY OF HABANA.

The University of Habana is the University of Cuba. It consists of the academic department, together with the various professional schools. The arrangement of studies is entirely different from that existing in American universities, the students entering the university from the "institutos" and combining various preparatory with professional studies. The courses of professional schools last from five to seven years and include, together with the preparatory course, many of the elementary studies.

Beginning with the year 1900 the courses of the university had been arranged in accordance with order 214, November 4, 1899. Professors had been appointed in accordance with order 250, of December 28, 1899. The number of students was comparatively small, but I was assured by those familiar with the situation that this number would rapidly increase. At this time the faculty of the university consisted of 72 professors and 24 assistant professors, and the number of students was approximately 200, including the academic and professional schools. The university was ill equipped with books, material, and apparatus. A great many of the professors were entirely unfitted for their positions, which had been obtained in many instances in an irregular manner and held very much as a sinecure, without any feeling of responsibility as to either amount or quality of services which they rendered in return for the salary paid by the government. The university was, in short, in a condition of demoralization, and after a few months it was apparent that if it was to become in any way efficient a thorough reorganization, combined with radical changes in the personnel, was necessary.

The task was a difficult and unpleasant one. Many of the chairs were held by venerable gentlemen whose days of activity and capacity for teaching had long since passed. The old institution was surrounded by an atmosphere of helplessness and inefficiency. To intrude upon its traditions with modern ideas or purposes of reform was regarded, in a way, as something almost sacreligious. No one seemed to doubt the fact that the university was thoroughly inefficient, but no one was willing to put his hand to the work of reformation until the matter was actively taken up by Secretary Varona, who, with singular courage and devotion to the improvement of the university and the elevation of university teaching in the island, and regardless of the storm of personal abuse which was poured upon him, taking at times the form of most insulting letters, and indifferent to the loss of personal friends or the creation of enemies, proceeded to mark out what he considered a straight line of advance and improvement and adhered to it. In this he was given the full support of the government, and the result was the reexamination of practically all professors of the university, as well as those of the institutes of secondary instruction. In all such the professors who had obtained their positions by competition and were still efficient and able to render good services were retained. Those who, either by virtue of eminent attainments or conspicuous ability, were deemed worthy of appointment or retention without examination were also continued. Among those of this latter class were included several secretaries of the insular cabinet who were professors in the university. All other chairs were declared vacant, and competitive examinations held to fill them. The result was many new men, bringing with them new energy and ambition to make the university one in fact as well as in name. Certain qualifications were prescribed for admission to the university and the university course was rearranged and modernized, making it practically a four years' course in the academic department. Admission to the professional schools was prohibited for students under 18 years of age, and it was required that they should be either graduates of the academic department of the university or able to pass certain preliminary examinations sufficiently severe to indicate that they possessed a liberal education.

That this radical reorganization was necessary is shown by the following correspondence:

HEADQUARTERS DIVISION OF CUBA,
Habana, April 15, 1900.

SIR: The military governor directs me to inform you that he desires with as little delay as practicable the following information relative to the University of Habana:

I. The number of students at present duly matriculated in the university and engaged in a course of study therein.

II. The number of students in each department of the university.

III. The number of professors and instructors in each department of the university. (*a*) The number of lectures given per week by each professor or instructor and the time occupied in delivering same; (*b*) number of students attending each lecture; (*c*) salary of each professor or instructor.

IV. The number of professors or instructors in each course or subdivision of the professional schools and the School of Arts and Letters, i. e., number of professors or instructors in each course of study (for instance, in the Greek course, representing all subdivisions of this branch: Greek grammar, Greek literature, etc.; or, for example, in the medical school, the number of professors or instructors teaching anatomy, etc.).

V. The number of students in attendance from each province of the island.

VI. The average daily attendance in the different branches.

Trusting that this information may be submitted without inconvenience, I am,
Very respectfully,

W. V. RICHARDS,
Adjutant-General.

The SECRETARY OF PUBLIC INSTRUCTION,
Habana, Cuba.

REPLY.

UNIVERSITY OF HABANA,
Habana, May 4, 1900.

The SECRETARY OF PUBLIC INSTRUCTION:

I have the honor to forward to you the reports relating to this university, asked for by the military governor in the attentive communication dated 19th of last month, a copy of which you have sent to me.

The delay that has occurred in complying with this duty was due to the fact that it has been necessary to solicit from the respective deans, as the principals directly in charge of the faculties, some of the information required by the military governor, that has reference to the internal management of their departments; such as that specified in No. III (*a*) and Nos. IV and V of the completed reports asked for.

The rector understands that in furnishing the information alluded to he must state for your consideration, in case you should deem proper to bring it to the notice of the military governor, that the details contained in the accompanying statements should not be accepted as sufficient to show the normal condition of this university, because it has not been able, within the short space of time that has elapsed since the termination of the war, to reach again its normal level nor reestablish itself in the sphere of importance that it formerly held and which was proven by the results of its teachings.

The unsettled condition brought about by the war, and which began during the academic year of 1894–95, is best brought to view by the results shown by the following statistical data:

During the five academic years preceding the course of 1894–95, in which the war commenced, the number of registered students in all the faculties of this university was as follows:

1889 to 1890	1,009
1890 to 1891	1,059
1891 to 1892	1,083
1892 to 1893	957
1893 to 1894	950

The above figures prove beyond a doubt the importance of university teaching in this island, inasmuch as they show that during the five years preceding the war the average varied between 900 and 1,000 students that were annually registered in this university. And it is necessary to take into consideration also that the abnormal condition brought about by the results of the war had, as an addition to it, that which the introduction of a new plan of study brought with it, in which plan new studies were introduced and some of those already followed changed, and which, as is a well-known fact, was not introduced effectively until the 5th day of November of last year, whereby the official matriculation of students was kept open until the last day of said year, the said circumstances causing many students to prefer commencing and following their studies under the system of "Enseñanza libre" (with text-books at home), thus depriving the university of a contingent of students properly belonging to it and which, in the present term, possibly exceeds 200.

Therefore it should not be deemed strange that certain branches are without officially matriculated students, if it is taken into consideration that the said branches are newly established ones and have been included in groups of advanced studies in each faculty, whereby neither the students who have commenced the studies of their professions within the term, nor those who for years have been following them, are obligated to study the said branches, by virtue of the rules established for the adaptation of the new plan of study.

The foregoing considerations, which the undersigned has deemed proper to present for the better understanding of the matter, will carry to your mind the conviction that the accompanying reports can not serve as the foundation of an exact opinion concerning the importance of this university, due to the present abnormal condition of its affairs.

Yours, very respectfully,

DR. LEOPOLDO BERRIEL,
Rector.

REPORTS REQUIRED BY THE MILITARY GOVERNOR.

UNIVERSITY OF HABANA.

Number of students officially matriculated at present in the University of Habana, and following any branch of studies, 381.

Faculty of philosophy and letters	7
Faculty of sciences	11
Faculty of law	118
Faculty of medicine	175
Faculty of pharmacy	70
Total	381

NOTE.—Of the students matriculated in the faculty of law, 34 attend the preparatory class of the faculty of philosophy and letters, where said class is taught. Of those matriculated in the faculty of medicine, 45 attend the faculty of sciences, where the preparatory class is taught. Of those matriculated in the faculty of pharmacy, 13 attend the faculty of sciences as students of the preparatory class.

Number of students matriculated from each province of the island:

Habana	209
Matanzas	62
Pinar del Rio	21
Santa Clara	41
Puerto Principe	13
Santiago de Cuba	20

Other nationalities:

The United States	3
France	2
Porto Rico	1
Spain	7
Canary Islands	1
Mexico	1

FACULTY OF SCIENCES—CLASS OF 1899-1900.

Classes.	Inscriptions.		
	Honorary.	Ordinary.	Total.
Advanced algebra (first course)		7	7
Advanced geometry (first course)		7	7
Trigonometry (first course)		7	7
Lineal drawing (first course)		8	8
Physics (first course)		8	8
General and inorganic chemistry		7	7
Advanced algebra (second course)		1	1
Trigonometry (second course)		1	1
Advanced geometry (second course)			
Lineal drawing (second course)		1	1
Physics (second course)		1	1
General and crystallographic mineralogy			
Analytic geometry (first course)			
Descriptive geometry (first course)			
Topography and land surveying			
Applied drawing			
Differential calculus			
Physics (first course), licentiate		1	1
Analytic geometry (second course)			
Differential and integral calculus			
Applied drawing (second course)			
Cosmography			
Physics (second course)		1	1
Rational mechanics (first course)			
Physics (third course)		1	1
Meteorology and its uses			
Applied drawing (third course)			
Rational mechanics (second course)			
Geodesy and its uses			
Applied drawing (fourth course)			
Electrical measures and applied electricity		1	1
Astronomy			
Mathematical physics			
General mineralogy			
Organic chemistry			
Descriptive mineralogy			
Inorganic chemistry (first course)			
Qualitative chemical analysis			
Applied drawing			

FACULTY OF SCIENCES—CLASS OF 1899-1900—Continued.

Classes.	Inscriptions.		
	Honorary.	Ordinary.	Total.
Inorganic chemistry			
Quantitative chemical analysis			
Micrography and photography		1	1
Organic chemistry (first course), grease series			
Organic chemical analysis			
Descriptive mineralogy			
Meteorology		1	1
General zoology		1	1
Biology and exercises of zootomy			
Photography (first course), with herborizations			
Zoography of the invertebrates			
Photography (second course), with herborizations			
Zoography of vertebrates		1	1
Comparative anatomy			
Geology and exercises of photography			
Paleontology			
General anthropology and exercises of anthropometry		1	1
Evolution of the animal kingdom			
Evolution of the vegetable kingdom			
Exercises of classification			
Organic chemistry (second course), aromatic series			
Chemical, special, toxicological, and bromatological analysis			
Biological chemistry			
Animal anatomy and physiology			
Vegetable anatomy and physiology			
Phytology		1	1

FACULTY OF PHILOSOPHY AND LETTERS—CLASS 1899-1900.

Classes.	Honorary.	Ordinary.	Total.
General literature		1	1
General linguistics and philology		2	2
Logic and psychology		1	1
Prehistory and universal history (first course)		1	1
Classic literature (first course)		1	1
Spanish literature (first course)			
Greek language (first course)		1	1
Ethics and sociology		1	1
Universal history (second course)			
Classic literature (second course)			
Spanish literature (second course)			
Greek language (second course)		1	1
General philosophy			
Universal history (third course)			
History of literature of the Latin race			
History of literature of the German race			
Hebrew language		1	1
Arabic language			
History of philosophy			
History of America			

FACULTY OF LAW—CLASS 1899-1900.

Classes.	Honorary.	Ordinary.	Total.
General literature	5	33	34
Logic and psychology	1	33	34
Ethics and sociology		34	34
Anthropology, with exercises of anthropometry		34	34
Prehistory and universal history (first course)		25	25
General preliminaries of law study		24	24
Roman law (first course)		26	26
Political economy		24	24
Universal history (second course)			
Roman law (second course)			
Civil law (first course)	1	38	39
Political law		25	25
Institutions of public finance		34	34
Universal history (third course)			
Civil law (second course)			
Penal law (first course)		20	20
Administration law		12	12
Civil law (third course)	2	14	16
Penal law (second course)			
Law of procedure (first course)	1	14	15
Public international law	1	18	19
Mercantile law		8	8
Law procedure (second course)		2	2
Private international law		5	6
Compared political law		10	10
Theory and practice of execution of public documents			

FACULTY OF MEDICINE—CLASS 1899-1900.

Classes.	Inscriptions.		
	Honorary.	Ordinary.	Total.
PREPARATORY COURSE.			
First course:			
Physics (first course), measures, mechanics, thermology, acoustics		40	40
General inorganic chemistry		45	45
Animal anatomy and physiology		40	40
Vegetable anatomy and physiology		39	39
General mineralogy		40	40
Second course:			
Physics (second course), optics, electricity, and magnetism			
Organic chemistry			
Phytology			
Zoology			
LICENTIATE CLASS.			
First course:			
Descriptive anatomy (first course)	1	36	37
Normal histology and histo-chemistry		36	36
Physiology (first course)	1	36	37
Dissection (first course), with practice		37	37
Second course:			
Descriptive anatomy (second course)	1	24	25
Bacteriology		25	25
Dissection (second course), with practice	1	24	25
Physiology (second course)	1	26	27
Third course:			
Pathological anatomy and histology		27	27
Surgical anatomy and operations		64	64
General pathology, with its clinic		27	27
Therapeutics (first course)	1	26	27
Private hygiene		4	4
Fourth course:			
Experimental pathology		28	28
Medical pathology		27	27
Surgical pathology		27	27
Obstetrics and gynæcology	1	28	29
Therapeutics (second course)		8	8
Fifth course:			
Medical clinic (first course)	2	9	11
Surgical clinic (first course)	2	9	11
Obstetrics and gynæcology clinic		13	18
Pathology and infantile clinics		1	1
Sixth course:			
Medical clinic (second course)		7	7
Surgical clinic (second course)		6	6
Legal medicine and toxicology		7	7
Public hygiene and sanitary legislation		7	7
Biological chemistry		7	7

FACULTY OF PHARMACY—CLASS 1899-1900.

PREPARATORY CLASS.			
First course:			
Physics (first course)		12	12
General and inorganic chemistry		18	18
Anatomy and animal physiology		12	12
Anatomy and vegetable physiology		12	12
General mineralogy		12	12
Second course:			
Physics (second course)			
Organic chemistry			
LICENTIATE CLASS.			
First course:			
Inorganic chemistry (first course)		9	9
Qualitative chemical analysis		9	9
Animal therapeutics materia		10	10
Practical pharmacy (first course)		9	9
Second course:			
Experimental study of institutes of physics (first course)			
Inorganic chemistry (second course)		20	20
Quantitative chemical analysis		22	22
Applied descriptive botany		20	20
Practical pharmacy (second course)		21	21

Regular and auxiliary professors, chiefs of clinics and laboratories, and professional assistants who hold positions at the present time in each faculty, with the amount of salary of each one.

	Number of professors at present time.	Amount of salary per annum.	Monthly salary.
Faculty of philosophy and belles-lettres:			
Regular professors	10	$2,400	$200.00
Auxiliary professors	3	700	58.33
Faculty of sciences:			
Regular professors	19	2,400	200.00
Auxiliary professors	5	700	58.33
Professional assistants	3	600	50.00
Faculty of law:			
Regular professors	15	2,400	200.00
Auxiliary professors	6	700	58.33
Faculty of pharmacy:			
Regular professors	4	2,400	200.00
Auxiliary professors	2	700	58.33
Professional assistants	2	600	50.00
Faculty of medicine:			
Regular professors	20	2,400	200.00
Auxiliary professors	7	700	58.33
Chiefs of clinics	7	750	62.50
Chiefs of laboratories	5	750	62.50
Student assistants for preparatories	8	400	33.33
Recapitulation:			
Regular professors	68	2,400	200.00
Auxiliary professors	23	700	58.33
Professional assistants	5	600	50.00
Chiefs of clinics	7	750	62.50
Chiefs of laboratories	5	750	62.50
Student assistants	8	400	33.33

NOTE.—In the number of regular professors and in that of chiefs of clinics, there have not been included all those embraced by the budget, but only those who have assumed charge of their positions.

It will be seen on reading this second letter there were many chairs without students, and many unnecessary professors and assistants. As a result of this information Order 266, of June 30, 1900, was issued.

The result of the reorganization and reformation is shown by the letter of November 29, 1900, which shows an increase of 248 students over the number present last year. Moreover, there is at present an excellent spirit in the university. Special attention is invited to the reports of the secretary of public instruction and the dean of the university. The letter of November 29 mentioned above is as follows:

OFFICE OF THE SECRETARY OF PUBLIC INSTRUCTION,
Habana, November 29, 1900.

SIR: I have the honor to remit you the information rendered to me by the chief of the section of statistics of this office, regarding the number of students actually matriculated at the university, and their distribution among the different schools.

I must, at the same time, inform you that of the students matriculated at the schools of civil law and public law, 77 are taking courses at the school of letters and philosophy, and 36 are studying anthropology at the school of sciences. Of the students at the school of medicine, 69 are taking courses at the school of sciences, and of the school of pharmacy 66 attend the lessons at the mentioned school of sciences.

Very respectfully,

ENRIQUE JOSÉ VARONA,
Secretary of Public Instruction.

Maj. Gen. LEONARD WOOD,
Military Governor of Cuba.

OFFICE OF THE SECRETARY OF PUBLIC INSTRUCTION,
Habana, November 19, 1900.

SIR: I have the honor to submit to your consideration the following statistic data relative to the number of students matriculated at the university, at each one of the schools comprised by its three faculties, for the academic course of 1900-1901.

According to information from the secretary of the university, 155 students have matriculated themselves at the school of letters and sciences, 309 at the school of medicine and pharmacy, and 165 at the school of law, making a total number of 629 students.

If we compare this result with the number of students matriculated during the former course, which were, 17 at the faculty of letters, 11 at the faculty of sciences, 118 at the faculty of law, 175 at that of medicine, and 70 at that of pharmacy (which gives a total number of 381 students), a difference of 248 students in favor of the present course may be observed. This is still plainer shown by the annexed tabulated statement.

The 155 students matriculated at the faculty of letters and sciences corresponds as follows to each one of its schools:

To the school of letters and philosophy	2
To the school of pedagogy	58
To the school of sciences	6
To the school of engineers	73
To the school of agriculture	5
School of sciences and engineers at the same time	5
School of letters and philosophy, sciences, and pedagogy at the same time	1
School of letters and philosophy and pedagogy at the same time	3
School of letters and philosophy and agronomy at the same time	1
School of letters and philosophy, pedagogy, and engineers at the same time	1
Total number of scholars	155

If it be taken into consideration that during the former course 7 students were matriculated at the faculty of letters and philosophy and 11 at the faculty of sciences, while during the present course the number of matriculated students in both of them has only been 8, it will be seen that the increase of students is owing to their ingress in the schools established by the new plan of studies, which is a sure sign that the country corresponds to the essentially practical and beneficial sense for the development of the country in which said plan was inspired.

At the faculty of medicine and pharmacy, the students have matriculated themselves as follows:

At the school of medicine	227
At the school of dental surgery	8
At the school of pharmacy	74
Total number of students	309

One hundred and seventy-five students having been matriculated at the faculty of medicine and 70 at the faculty of pharmacy, there results in favor of the present course of 52 students for the first-mentioned faculty and of 4 for the second one.

At the faculty of law, the 165 students corresponding to it have been matriculated as follows:

At the school of civil law	84
At the school of public law	6
At the school for notaries public	1
At the schools of civil law and public law, simultaneously	41
At the schools of civil law and that for notaries public, simultaneously	13
At the schools of civil law, public law, and notaries public, simultaneously	20
Total number of students	165

As during the former course only 118 students were matriculated at this faculty, there is a difference of 47 students in favor of the present course, it being also observed that 74—that is, almost one-half of the matriculated students—have taken advantage of the benefits granted by the new plan, as it allows that under one single matriculation fee several courses or studies may be taken.

In fact, the result so far obtained can not be a more flattering one, and everything tends to promise that, according as the people understand the excellence of Order 266, it shall contribute to raise the university to a degree of dignity and prestige never before seen in this island.

NICANOR TRELLES,
Chief of Statistical Section.

The university is much in need of better and larger quarters. It is at present situated in the old building between Obispo and O'Reilly streets, both of which are narrow, busy streets, paved with irregular stone blocks, and the din and noise is terrific.

The medical department of the university has been well established in one of the former Spanish barrack buildings, which has undergone considerable alterations and repairs to render it suitable for school purposes. Other similar buildings, in a very desirable portion of the city, have been equipped as thorough laboratories, with all modern conveniences and apparatus. These laboratories are the first of the kind ever constructed in the island of Cuba. They furnish ample space for a large class in general chemistry, a separate laboratory for general and advanced work in histology, and also a separate laboratory for advanced and general work in bacteriology, and large lecture rooms containing a thoroughly modern equipment. The best of microscopes and all necessary special apparatus have been supplied for the laboratories in histology and bacteriology. Plans are now being drawn to erect, adjoining these buildings, one for general lectures and library, etc., for the medical school, thus assembling this department of the university. The location selected is an excellent one, in one of the most desirable portions of the city, and almost equidistant from the important hospitals. With the completion of the buildings of the medical school, it is the purpose to remove the Institute of Habana, which is now occupying a portion of the university, into the building at present occupied by the medical school, giving to the university the rooms now used by the institute. This will give them sufficient space for necessary laboratories and some additional class and lecture rooms.

With the present sincere interest in the welfare of the university, there is no reason to doubt but that it will soon be on a prosperous footing and its capacity taxed to the utmost.

It is a venerable institution, dear to the Cubans, and is deserving of every encouragement and all possible assistance.

PUBLIC SCHOOLS.

At the close of the year 1899 public instruction was in much the same condition as that set forth in the report of Señor E. J. Varona, secretary of public instruction, which forms part of this report. The secretary says:

> The last period of Spanish rule in Cuba was characterized by the most absolute neglect of everything in connection with instruction. Popular teaching had sunk to the lowest level. There was not a single schoolhouse in the island. Teachers, always badly paid, lived in penury. School furniture and appliances were out of the question, school attendance almost insignificant, and the greater portion of the school population was illiterate. There was not a single high school. The institutes were only so by name. Nothing was taught in them. On the other hand, they were the scene of the most barefaced traffic in certificates of excellence and degrees drafted through the pupils. There were institutes like that in Habana where such certificates were subject to a regular tariff. Students would leave these colleges furnished with bachelor's degrees who could not write a fairly well spelled letter. When the war came on these classes of institutes at Pinar del Rio, Santa Clara, Puerto Principe, and Santiago de Cuba were entirely suspended. The university dragged on a sickly existence without influencing in any way public culture. It never showed that its faculty was composed of men who lived in contact with outside civilization. Not a single work can be mentioned as having been written by them except some compilations without criticisms, and they can not be credited with original work of any kind. Most of them looked upon themselves as privileged officeholders, members of an

irresponsible bureaucracy. Some lived in Spain and were substituted by assistants, drawing, however, their salaries with due regularity. Others enjoyed practically limitless leaves of absence.

The above should be qualified by stating that the military governor had issued certain orders establishing the courses in the university, Order No. 212, November 4, 1899; published a school law, Order No. 226, December 6, 1899; and appointed a superintendent of schools, Order No. 210, November 2, 1899; but the effect of these wise orders had not yet been felt. A certain number of public schools had been opened, but it was under the old system, or rather lack of system. There were no proper text-books, no desks, no school material. The children were perched on benches without regard to size. No attempt was made to grade or classify them, nor was there any settled procedure in the school methods; in short, public instruction was without organization and of little value.

A short time after assuming the duties of military governor I published Order No. 250, which assigned professors to the various chairs called for by the then existing university plan, and on December 30, 1899, issued Order No. 251, creating the board of superintendents, with Mr. Alexis E. Frye as president of the board. Such was the situation on January 1, 1900. It was evident, and had been ever since the military occupation of the island, that if a stable government was to be established in Cuba opportunities must be given the children to obtain an elementary education, and with this object in view vigorous measures were instituted, looking toward the organization of public schools and supplying them with books, materials, etc.

One of the first things to be done was to settle the question of salaries, concerning which there was already much discussion, and explain to the teachers, who were opposed to the salaries as being too small, that the salaries proposed by the new school law were most liberal and in excess of those paid by most cities in the United States. For this purpose Circular No. 2, January 24, 1900, was published:

CIRCULAR No. 2.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 24, 1900.

In reply to the various letters and petitions received from teachers in Habana and other parts of the island relative to increase in salary, the military governor directs the publication of the following:

Cuba is just emerging from the effects of a war that left its people in an impoverished condition. As the municipalities are unable to establish and maintain systems of public schools, the State has assumed the burden for all, until such time, at least, as the island again becomes prosperous.

In a country like the United States, where schools have long been established, the cost of such schools is limited to ordinary current expenses, together with such expenses as arise from growth in population. In such a country, rich and prosperous, we naturally look for high salaries for teachers. Therefore, upon receipt of the first petition from some of the Habana teachers, letters of inquiry were sent to superintendents of schools in all cities of the United States having populations of over 200,000 (these being the cities paying the highest salaries in the richest country in the world), and replies have been received from all but two. Extracts from a few of these replies are here given (the data refer only to the four primary grades).

New York: "The salaries paid to primary teachers up to June 1, 1899, ranged from $504 to $900 (maximum) per annum. The matter of salary is now under consideration, and I can not say what changes will be made." Clarence Meleney, associate superintendent.

Chicago: "For the year ending January 1, 1900, teachers in the primary schools of this city received $500 (minimum) and $800 (maximum) for seven years' service. In the future teachers of seven years' service will receive an additional sum of $50 per annum till a maximum of $1,000 is reached." W. W. Speer, deputy superintendent.

Philadelphia: "Teachers in primary schools begin with a salary of $470 a year and receive an annual increase for five years till they reach a maximum of $620." Edward Brooks, superintendent.

The above cities have populations of 3,500,000, 1,800,000, and 1,200,000, respectively; Habana has about 280,000.

We may now refer to the other three cities having about the same population as Habana, namely, Buffalo (population 300,000), New Orleans (275,000), and Pittsburg (270,000), all prosperous cities. In Buffalo the primary teachers begin with a salary of $400 per annum, and after four years receive the maximum of $600. In New Orleans they begin with $420, and after four years receive the maximum of $660. In Pittsburg they begin with $350, and after seven years reach the maximum of $650. In Habana (population about 280,000) the primary teachers receive $900 per annum.

Taking the average salary paid the first year to teachers in the primary schools of all except two (from which no replies have come) of the cities of the United States having over 200,000 population, we find it to be only $436; taking the average of the maximum salaries in the primary schools of the same cities, we find it to be $750. The salary of $900 paid to every primary teacher in Habana compares very favorably with this result. Furthermore, the above average of the maximum salaries in the largest cities of the United States is exactly the same that is paid to every primary teacher in all the capitals of provinces in Cuba, and in Cárdenas and Cienfuegos. In other words, all primary teachers in these cities receive, the first year, the same salary that stands as the maximum in the United States in cities of over 200,000 population.

As to the salaries in the other towns of the island, we may call attention to the fact that in complete schools the lowest salary is $600 per annum, or within $60 of the highest salary paid to primary teachers in Philadelphia, Cleveland, New Orleans, and Pittsburg, and $100 more than the maximum salary paid in the city of Baltimore. Taking into account all salaries paid in every department of the public schools of the United States, the average salary for all grades is $525 a year, or $75 less than the lowest salary paid to any primary teacher in a complete school in Cuba.

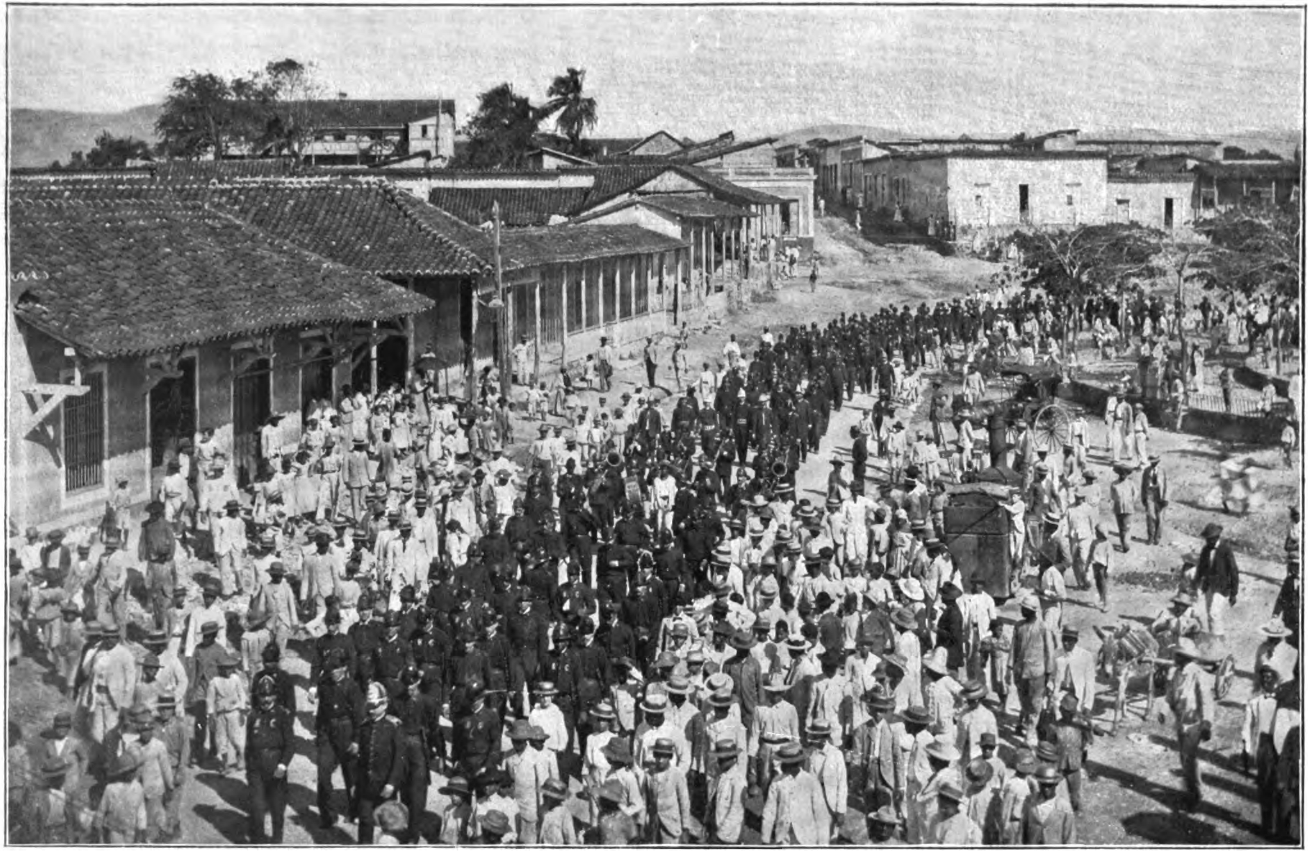
In the United States the salary is the only pay received by any teacher in the public schools, and no teachers are provided with houses.

In organizing the schools of the large cities of Cuba, it is impossible this year to place the pupils in large buildings, as in the United States, often with from 20 to 60 teachers serving under one principal or director. This will be done as soon as suitable buildings can be erected, and then the salaries of directors will be proportionate to their work. For the present year it was thought best to allow one teacher to rank as "principal" or "director" in every school having three or more teachers, and for the slightly additional work of such a director $120 increase in salary is allowed, without regard to population. The school decree (General Order No. 226) calls attention to the fact that the matter of salaries is simply arranged temporarily, and that all salaries will be adjusted as soon as certificates of various grades have been issued. Then some teachers will receive more salary than at present, others less.

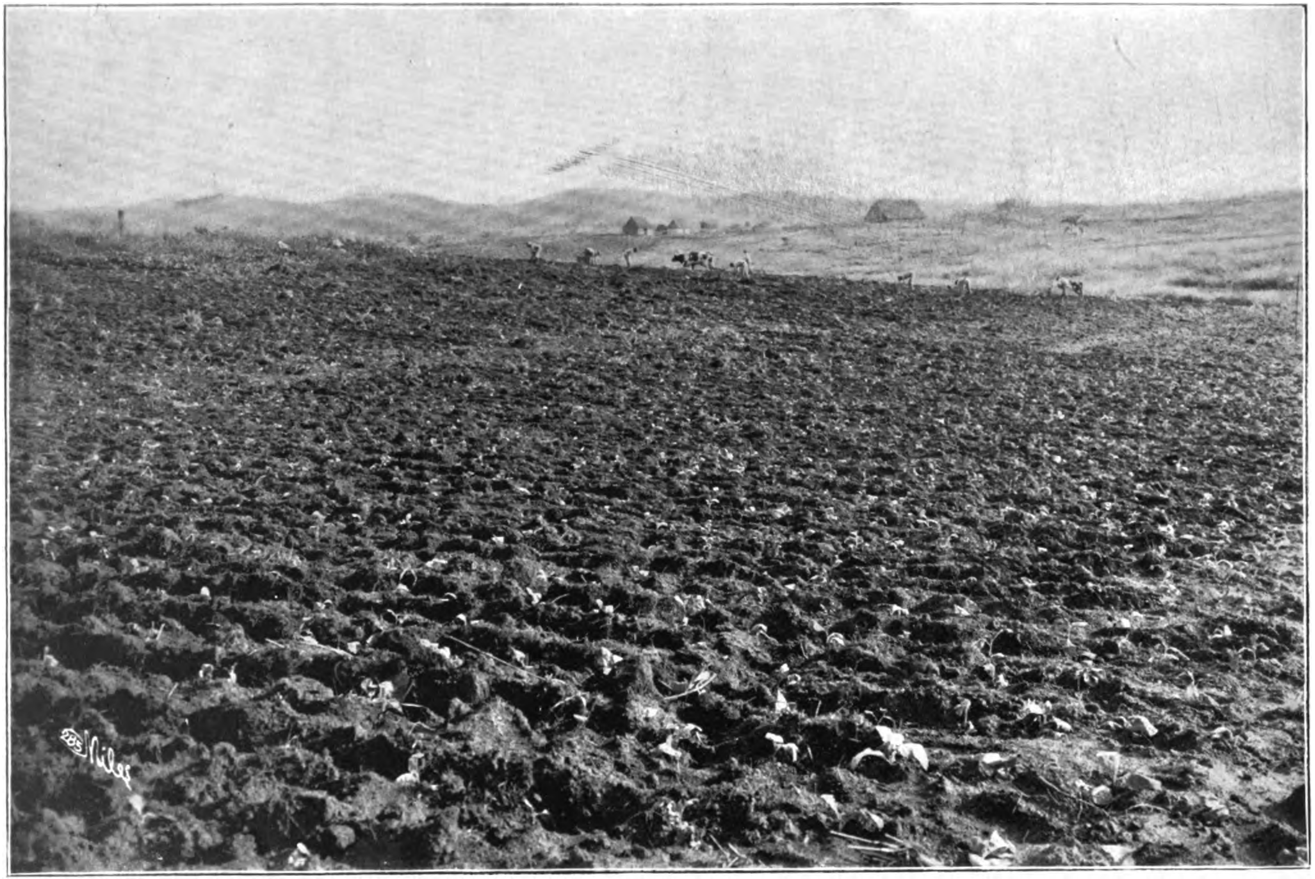
The teachers of Cuba can not fail to see that they have been accorded generous treatment, and no change will be made in salaries before the date named in the school decree No. 226 (September 1, 1900). Having in mind the great task of preparing the Cuban children for citizenship—a task which calls for the highest effort of every patriot—the teachers are earnestly advised to cease further agitation concerning salaries and devote their entire time to organizing their schools, thus proving which among them are worthy of the highest rank as educators.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

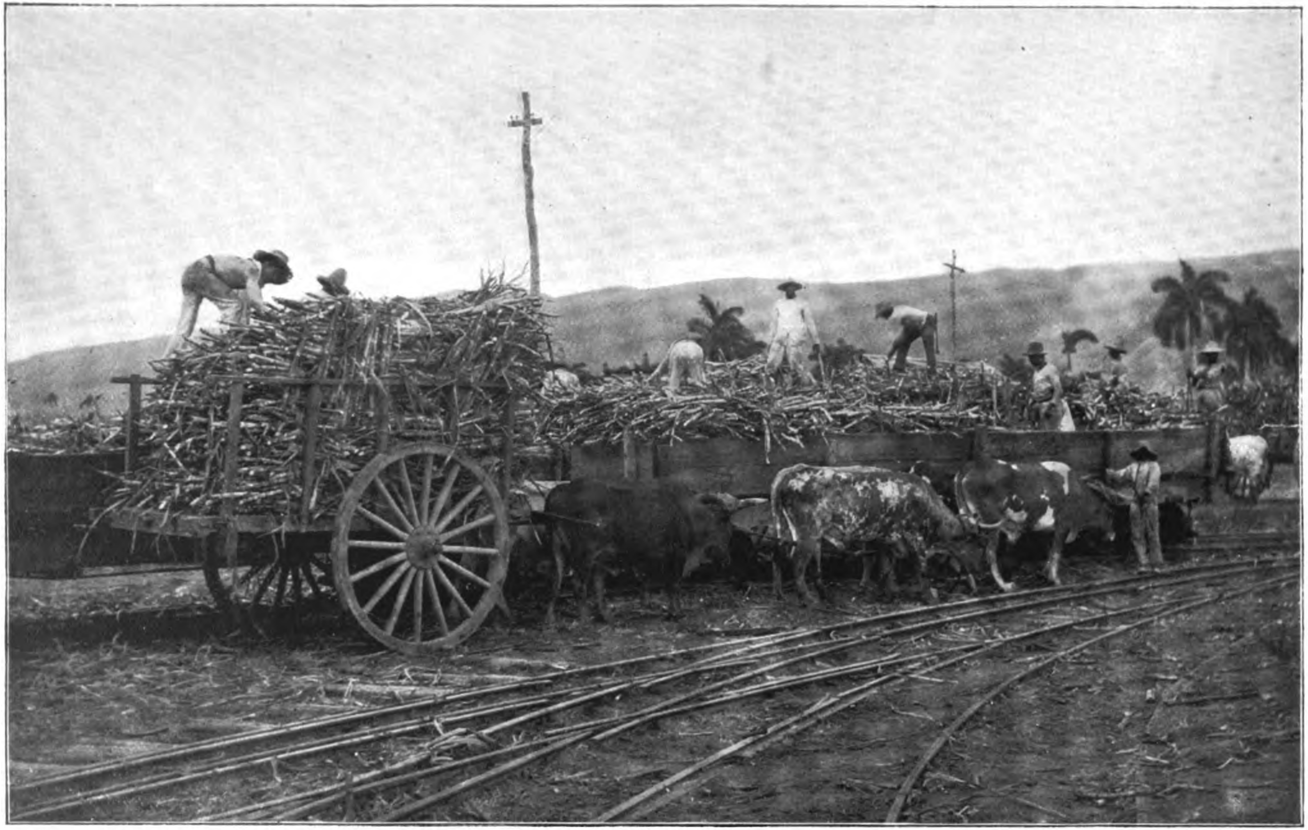
It will be seen that the salaries provided are high in comparison with those paid in the United States, and that they are most liberal when the industrial and financial conditions of Cuba are considered. The country was just commencing to recover from the effects of a most destructive war, its finances were crippled, and industries practically destroyed. In fact, it could be well maintained that the salaries offered were in excess of what the country was able to pay; but the work required of teachers should be of a high character, and to obtain proper persons as teachers it is necessary to pay a sufficient amount to maintain them properly.



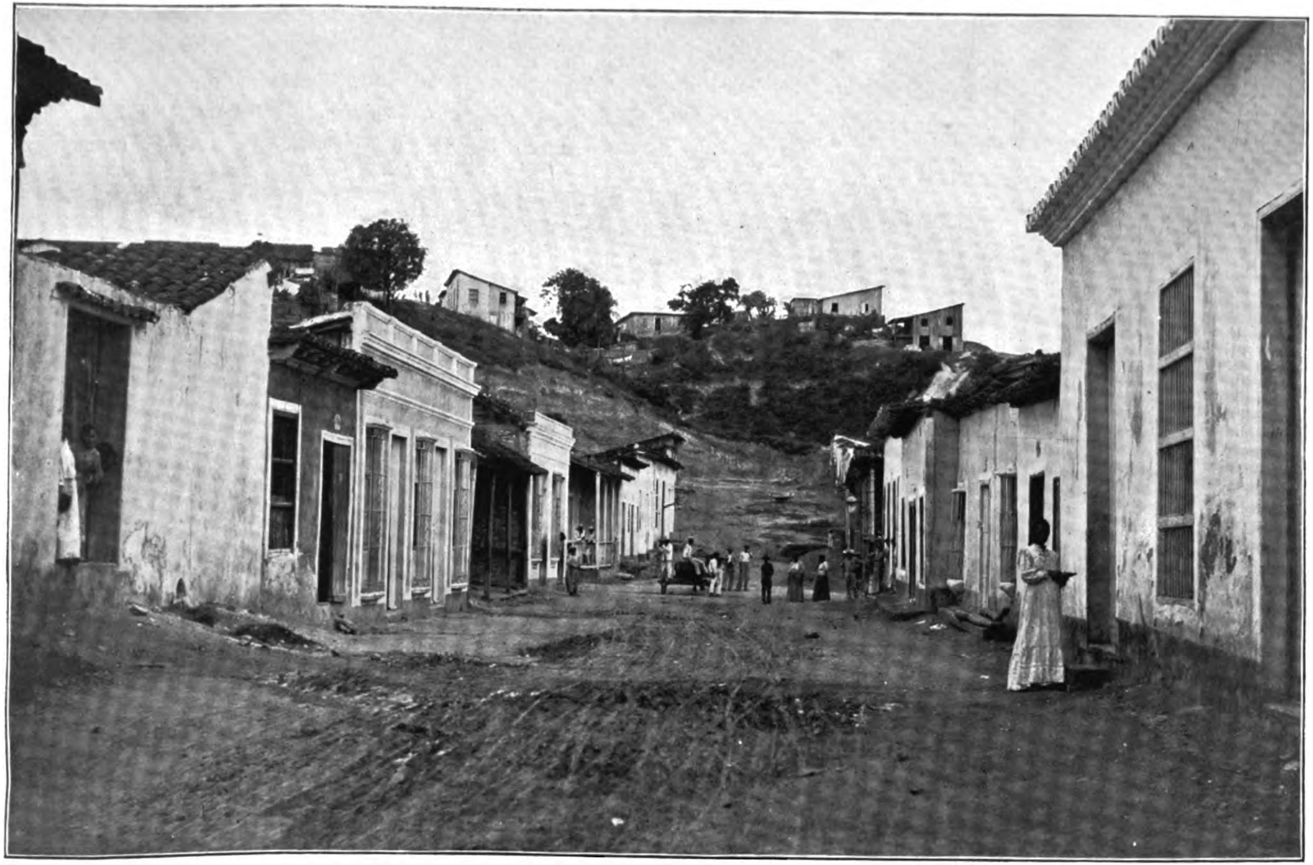
FIREMAN PARADE, SANTIAGO.



TOBACCO FIELD, MANICARAUGUA VALLEY.



LOADING SUGAR CANE, SOLEDAD PLANTATION, NEAR SANTIAGO.



TYPICAL HOUSES IN SANTIAGO.

Arrangements were made to purchase a large amount of school material, desks, books, etc. Proposals were advertised to procure the necessary supplies. The result was that 100,000 modern desks and chairs, together with an immense amount of school material, was purchased. The order aggregated for furniture alone approximately a half million of dollars. There was active competition, and school furniture was obtained at prices which would have been favorable even in the United States. The work of selecting the school furniture was thrown upon a board composed of Maj. Chauncey B. Baker, of the quartermaster's department; Lieut. E. C. Brooks, of my staff, and Mr. Alexis E. Frye. The handling and shipment to the principalities of the school furniture when received was performed mostly by the quartermaster's department, and putting the furniture into the school was done very largely under the supervision of various military officers and officers in charge of public works.

My predecessor had authorized an expenditure of $50 per schoolroom for purchasing absolutely necessary material and school furniture. This allotment was made to various schools of the island, as requested, until the arrival of the regular school furniture, at which time the order was suspended. The original allotment of $50 per schoolroom was of great value, as it enabled the teachers to procure certain absolutely essential school furniture, such as rough benches and desks, with which they tided over the first months of school work. It has been impossible to send the new school furniture to some of the more remote municipalities in the interior, and in these schools benches and desks of local manufacture and rude construction have had to be employed.

Books and materials purchased in addition to school furniture brought the total cost of material to approximately three-quarters of a million dollars.

The teachers, although most of them were without experience at this time, displayed great willingness and anxiety to faithfully carry out the work intrusted to them.

Early in January, 1900, we had approximately 635 schools in operation. In June this number had increased to 3,313, with an enrollment of 143,000 pupils. Books and school supplies had been distributed throughout the island, so that in nearly all the schools was found a sufficient amount of school material to supply the more urgent needs of the situation. Text-books had been carefully selected, well printed, and were in every way a revelation to the teachers and school children.

Early in the spring the plan of sending a certain number of teachers to Harvard was taken up and actively discussed. It was first brought to my attention by Mr. Cameron Forbes, of Boston, and Mr. Ernest L. Conant, of Habana, and I at once assured them of my hearty approval and promised cooperation and support. Mr. Alexis E. Frye had also been actively engaged in promoting this plan and pushing forward this project. Shortly afterwards I received a communication from President Eliot, of Harvard, asking if I approved the plan, to which I gave an affirmative answer. In March Mr. Frye went to the United States to arrange the details of this expedition, and returned in May, having, in connection with President Eliot and others, completed the details of the plan. The War Department, through the Quartermaster-General, arranged to transport all teachers, send ships to the ports of embarkation, and return the teachers to Cuba at the completion of the summer work. The entire plan was a success. The teachers sailed in the latter part of June, returning in August. The authorities of Harvard University deserve the greatest credit for the deep and generous interest which they took in this great work, and for the liberal provision which they made for the care and maintenance of the teachers. The work of caring for them in Cambridge was conducted with the greatest attention to detail, and was in charge of a committee of intelligent young men, under the supervision of Mr. Clarence C. Mann. At the conclusion of the work at the university a trip was made to New York, Philadelphia, and Washington. At the conclusion of this journey the teachers embarked for Cuba. The entire expedition was without accident and practically devoid of unpleasant or unfortunate incidents. In addition to the technical information acquired, all members of the expedition came back with new ideas concerning the United States, its people, and their feeling toward Cuba. All the teachers who went on this expedition speak in the most enthusiastic terms of their treatment, and I believe they appreciated fully all that was done for them.

SUMMER SCHOOLS.

Summer schools were provided in the capitals of the different provinces for those teachers who were unable to go to Harvard, and every effort made to give them a course containing as much useful and practical information as possible on the subject of teaching, selection of books, etc., as per order No. 223, as follows:

HEADQUARTERS DIVISION OF CUBA,
Habana, May 30, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. In accordance with the provisions of Article XXXIII of order No. 226, dated December 6, 1899, the following course of pedagogy (summer normal schools) is hereby prescribed for the teachers of the schools of the island of Cuba, and will be held in the capitals of provinces:

SUBJECTS FOR LECTURES.

Subject-matter and practical methods of teaching:	Lectures.
Reading	20
Language (the mother tongue) and a course of elementary Spanish grammar.	20
Elementary arithmetic	17
Descriptive geography (inductive method)	15
Brief history of Cuba and its relations to the countries of Latin America and the United States	10
Free-hand drawing from nature (still life, human figure, and animals)	10
Notions of natural history; plants, animals, minerals	15
Writing	2
School hygiene and schoolhouses	2

HISTORY OF EDUCATION.

Education in Greece, Pestalozzi, Froebel, Rousseau, Comenius, Varela, La Luz	7
Educational ideas in the United States and Cuba	2

LECTURERS.

II. The lecturers will be professors holding national or foreign degrees, or persons of recognized ability appointed by competition by the department of public instruction.

The applications, together with the corresponding recommendations and other credentials, must be sent directly to said department or through the municipal boards of education.

One professor might deliver all the above-mentioned lectures, but it is considered preferable to divide them into the above groups and intrust them to as many instructors.

The instructors will be paid $5, United States currency, per lecture, upon presentation of their letter of appointment and a certificate from the director of the summer normal school, specifying the number of lectures delivered.

LENGTH OF THE SESSION.

III. The schools will begin on the second Monday of July and continue for six weeks. There will be four lectures daily.

Each lecture will last forty minutes and will be followed by a twenty-minute discussion of the same subject by the teachers present.

The director will preside over all meetings.

Each director will also provide for two evening meetings weekly, and will select the subject and speakers for the same. The evening speakers will receive no pay. Before the 1st of August the directors of each summer school will send to the respective alcaldes a list of the teachers from their districts in regular attendance at the school.

NONATTENDANCE.

IV. Municipal boards of education may exempt from attendance at the summer normal schools teachers living at a great distance from the capital of the province and not within reach of the same by railroad or other direct communication; also for sickness or other cause sufficient to incapacitate them for the work of the school. But said excuse for nonattendance must be specified in writing to the secretary of public instruction and be approved by him. In order to entitle said teachers to their salary for July and August, they must show that they have followed a private course of studies prescribed by the secretary of public instruction, who will send to every alcalde for distribution to the teachers a circular in reference to said home studies.

DIRECTORS OF THE SUMMER SCHOOLS.

V. The inspectors of public instruction in the provinces will serve as directors of summer schools without additional pay. In provinces where there are no inspectors the department of public instruction will freely appoint the directors, and each will receive $200, United States currency, for services during the entire session. No director will be allowed extra pay for any lectures he may deliver.

It will be the duty of said directors to organize the summer schools, open them at the necessary time, and direct the work of the same—to keep a record of the daily attendance of the teachers, to preside over all sessions of the schools, to direct the discussion, and to make a report to the secretary of public instruction concerning the character of the work and the number of lectures given by each instructor.

LOCATION OF SCHOOLS.

VI. Due notice will be sent to all teachers as to the place of holding the sessions of the summer normal schools.

J. B. HICKEY,
Assistant Adjutant-General.

In addition to the regular teachers a great number of young men and women attended these summer schools, which will be repeated this year upon a more definite plan and with much more attention to detail.

In July, 1900, a new school law was published, the old one having been found to be thoroughly inefficient and lacking and faulty in many essential features. The new school law was framed upon lines which are practically those of the school law of the State of Ohio, which law was selected after careful consideration as the basis of the new school law of Cuba. This law is working with entire satisfaction and is giving most excellent results.

No. 368.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 1, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following regulations for the public schools of the island of Cuba:

COMMISSIONER OF PUBLIC SCHOOLS.

1. *Commissioner the chief executive officer.*—There shall be a chief executive officer for the public schools of the island, to be appointed by the military governor, and to be known as the commissioner of public schools, and in the performance of his duties as such he shall be guided by this order and by such rules and orders as may be promulgated hereafter by the military governor or the secretary of public instruction.

2. *Duties of commissioner.*—It shall be the duty of the commissioner of public schools to see that all orders and instructions from the proper authority pertaining to the public schools of the island are rigidly and impartially enforced. He shall make annually, to the secretary of public instruction, a report of the public schools of the island, which shall contain an abstract of the reports herein required to be made to him, and such other information as he may deem valuable; and he shall make such special reports as may be required by the military governor or secretary of public instruction. It shall be his further duty to superintend the building of schoolhouses throughout the island and direct the purchase and distribution of such supplies as the military governor may authorize.

BOARD OF SUPERINTENDENTS.

3. *Composition of the board.*—There shall be a superintendent of the public schools of the island, to be appointed by the military governor upon the recommendation of the secretary of public instruction and to be known as the island superintendent of public schools, who shall be assisted in each province in the performance of his duties by an assistant, to be appointed in the same manner as the island superintendent, and to be known as the provincial superintendent of public schools. The island superintendent, as president, with the provincial superintendents as members, shall constitute a board of superintendents for the public schools of the island.

4. *Duties of board and individual superintendents.*—Each provincial superintendent is the assistant and agent of the commissioner of public schools in the general government and management of the public schools of the island. The board of superintendents shall fix upon and introduce proper methods of teaching in the public schools of Cuba, and shall select text-books, and arrange the courses of studies for the different grades of public schools throughout the island; and in all schools of the island which are of the same grade the same text-books and the same courses of studies shall be used.

4a. *Sessions of the board of superintendents.*—The board of superintendents shall hold regular sessions on the first Monday of October and March at such places within the island as it may deem desirable, and may adjourn from time to time, or hold special meetings at any other time or place within the island as it deems desirable for the transaction of business, which special meetings may be called by the president of the board of superintendents.

CLASSIFICATION OF DISTRICTS.

5. *Classes of school districts.*—The island is hereby divided into school districts to be styled, respectively, city districts of the first class, city districts of the second class, and municipal districts.

6. *City districts of first class.*—Each city of the island having a population of 30,000 or more by the last preceding census of the island shall constitute a city district of the first class. Under this paragraph the following cities are announced as forming city districts of the first class: Habana, Santiago, Matanzas, Cienfuegos, and Puerto Principe.

7. *City districts of the second class.*—Each city having a population of more than 10,000 and less than 30,000 by the last preceding census of the island shall constitute a city district of the second class. Under this paragraph the following cities are announced as forming city districts of the second class: Cárdenas, Manzanillo, Guanabacoa, Santa Clara, Sancti Spiritus, Regla, Trinidad, Sagua la Grande, and Pinar del Río.

8. Municipal districts.—Each organized municipality, exclusive of any of its territory included in a city district, shall constitute a school district, to be styled a municipal district.

CITY DISTRICTS OF THE FIRST CLASS.

9. Board of education.—The board of education in city districts of the first class shall consist of a school council and school director.

10. School council.—The legislative power and authority shall be vested in the school council, which shall consist of 7 members to be elected by the qualified electors residing in such district, and no two members of the council shall be residents of the same ward.

11. School council election and term.—The first election for such council shall be held on the same day as the annual municipal elections in 1901, at which election three members of the council shall be elected for a term of two years, and their successors shall be elected at the annual municipal election for 1903, and biennially thereafter, and four members of the council shall at such election in 1901 be elected for a term of one year, and their successors shall be elected at the annual municipal election of 1902 for a term of two years, and biennially thereafter; and all members of the council shall serve until their successors are elected and qualify.

President and clerk.—The council shall organize annually by choosing one of their members president, also a clerk, who shall not be a member thereof, and who shall receive a salary, to be fixed by the council, which shall not exceed $1,500 per year.

11a. Appointment of first board of education.—The school director and the school council provided for in paragraph 9 shall be appointed by the military governor from candidates recommended to him by the secretary of public instruction immediately after the publication of this order in the Official Gazette, to serve until their successors have been elected and duly qualified, as provided for in paragraphs 11 and 16.

12. Resolutions of the council.—Every legislative act of the council shall be by resolution. Every resolution involving an expenditure of money or approval of a contract for the payment of money shall, before it takes effect, be presented, duly signed by the clerk, to the school director for approval.

Director's approval.—The director, if he approves such resolution, shall sign it, but if he does not approve it he shall return the same to the council at its next meeting with his objections, which objections the council shall cause to be entered upon its journal, and if he does not return the same within the time above limited it shall take effect in the same manner as if he had signed it: *Provided,* That the director may approve or disapprove the whole, or any items or part of any resolution appropriating money: *And further provided,* That any item disapproved shall have no bearing or connection with any other part of such resolution.

Passage over director's veto.—When the director refuses to sign any such resolution or part thereof and returns it to the council with his objections the council shall forthwith proceed to reconsider it, and if the same is approved by the vote of two-thirds of all the members elected to the council it shall then take effect as if it had received the signature of the director; and in all such cases votes shall be taken by yeas and nays and entered on the record of the council.

13. Teachers and employees.—The council shall provide for the appointment of all necessary teachers and employees and prescribe their duties and fix their compensation.

14. School director, election, and powers.—The executive power and authority shall be vested in the school director, and in the performance of his duties as chief executive officer he shall be guided by this order and by such rules and orders as may be promulgated by proper authority and by the resolutions of the council. He shall be elected by the qualified electors of the districts.

15. He shall devote his entire time to the duties of his office and shall receive an annual salary not to exceed $2,400, payable monthly; and before entering upon the discharge of the duties of his office shall give bond, in the sum of $5,000, for the faithful performance thereof, to be approved by the board, which bond shall be deposited with the clerk within ten days from date of election and preserved by him. The director shall report to the council annually, or oftener if required, as to all matters under his supervision; he shall attend all meetings of the council and may take part in its deliberations, subject to its rules, but shall not have the right to vote except in case of a tie.

16. First election and term.—The first election for such director shall be held on the same day as the annual municipal election of 1901, and his successor shall be elected at the time of the annual municipal election for 1903, and biennially thereafter. Any director shall serve until his successor is elected and qualified.

17. Vacancies.—In case of any vacancy in the office of school director or member of the council the council may, by the votes of the majority of all the members elected, fill such vacancy until the next annual municipal election, when the same shall be filled by election for unexpired term.

18. Superintendent of instruction.—The council shall appoint and fix the salary of a superintendent of instruction, who shall be a person of well-known ability and shall remain in office during good behavior; and the council may at any time, with the approval of the secretary of public instruction, for sufficient cause, remove him, but the order for such removal shall be in writing, specifying the cause therefor, and shall be entered upon the records of the council.

Powers and duties.—The superintendent of instruction shall have the sole power to appoint and discharge, with the approval of the council, all assistants and teachers authorized by the council to be employed, and shall report to the council in writing quarterly, and oftener if necessary, as to all matters under his supervision, and may be required by the council to attend any or all of its meetings; and, except as otherwise provided in this order, all employees of the board of education shall be appointed or employed by the school director.

19. Warrants for money.—The clerk of the board shall issue all warrants for the payment of money from the school funds, but no warrant shall be issued for the payment of any claim until such claim is approved by the school director, except the pay roll for assistants in school work and teachers, which shall be approved by the superintendent of instruction only.

20. Liability of clerk and sureties.—If the clerk shall draw a warrant for any claim contrary to law, he and his sureties, hereinafter provided for, shall be individually liable for the amount of the same.

21. Clerk's reports.—The clerk shall submit to the council quarterly, and oftener if required by it, a report of the account of the board, verified by his oath, exhibiting the revenues, receipts, disbursements, assets, and liabilities of the board and the manner in which the funds have been disbursed.

22. Contracts.—All contracts involving more than $250 in amount shall be in writing, executed, in the name of the board of education, by the school director, and approved by the council.

23. Conduct of elections.—The elections provided for in paragraphs 11 and 14 shall be conducted by the judges and clerks of the municipal elections and in compliance with the same law or laws covering such elections.

24. Meetings of the board of education, regular and special.—The board of education shall hold regular meetings once every two weeks and may hold such special meetings as it may deem necessary. It may fill all vacancies that occur in the board until the next annual election and may make such rules and regulations for its own government as it may deem necessary, but such rules and regulations must be consistent with this order.

CITY DISTRICTS OF THE SECOND CLASS.

25. Board of education.—In city districts of the second class the board of education shall consist of six members, who shall be judicious and competent persons, with the qualifications of an elector therein, and shall be elected by ballot at the annual municipal election in 1901 by the qualified electors of the city.

Elections.—Those elected shall be divided, upon the fifteenth day thereafter, by lot, into three equal classes; the members of the first class shall serve for one year, the members of the second class for two years, and the members of the third class for three years. All elections of members for the board of education thereafter shall be held at the regular municipal election annually, and all members shall serve until their successors are elected and qualified.

26. Judges of election.—The election for members of the board of education in city districts of the second class shall be held by the same judges and clerks provided for the municipal election, and returns of such election, duly certified as in other cases, shall be made within five days to the clerk of the board of education of any such city.

27. First board of education.—Upon receipt of this order, mayors of cities that constitute city districts of the second class shall appoint the six members of the board of education, who shall elect one of their members president of the board. The board so constituted shall be the board of education for such city district of the second class until the election and qualification of the board of education as provided for in the preceding paragraph.

28. Upon the appointment and qualification of the board of education, provided for in the preceding paragraph, for such city districts of the second class, and upon the election and qualification of the board of education provided for in paragraph 31, the board of education of the municipality in the territory of which is situated the newly formed city district of the second class shall be dissolved and cease to exist.

29. *Notice of election.*—The clerk of the board of education of each city district of the second class shall publish a notice of the election, provided for in the preceding paragraphs, in a newspaper of general circulation in the district, or post written notices of such election in five of the most public places in the district, at least ten days before the holding of the same, which notice shall specify the time and place of the election and the number of persons to be elected. At the first election for members of the board of education of any city district of the second class the notice of election herein required shall be made by the then existing board of education.

30. The board of education shall hold regular meetings once every two weeks and may hold such special meetings as it may deem necessary. It may fill all vacancies that occur in the board until the next annual election and may make such rules and regulations for its own government as it may deem necessary, but such rules and regulations must be consistent with this order. It shall organize annually by choosing one of its members president.

MUNICIPAL DISTRICTS.

31. *Municipal board of education.*—The board of education of each municipal district shall consist of one director, elected for a term of three years, from each subdistrict; provided, that if the number of subdistricts in any municipal district exceeds 15 the board of education shall consist of those directors who have one and two years still to serve, and that if the number of subdistricts exceeds 24 the board of education shall consist of those directors who have but one year to serve. The director of each subdistrict is the representative of the inhabitants of that subdistrict in educational matters, and if not a member of the board of education shall represent to the board, in writing, the wants of his subdistrict.

32. *Election and qualification of directors.*—There shall be elected by ballot, as soon as possible after paragraph 37 of this order has been complied with in each subdistrict, by the qualified electors thereof, one competent person, to be styled director, who shall be a resident therein. These directors shall meet at a schoolhouse in the principal town of the municipal district and shall be divided, upon the third Saturday after such election, by lot, into three classes, as nearly equal as possible. The directors of the first class shall serve for the term of one year; the directors of the second class for two years, and the directors of the third class for three years. All elections for directors thereafter shall be held on the last Saturday of April annually, and all directors shall serve until their successors are elected and qualify.

33. *Notice of election.*—The director of each subdistrict where the election may occur shall post written or printed notices in three or more conspicuous places of his subdistrict at least six days prior to the date of election, indicating the day and hour of opening and the hour of closing the election and the place where such election is to be held. The election shall, when practicable, be held at the schoolhouse in the subdistrict.

Judges of election.—The meeting shall be organized by appointing a chairman and secretary, who shall act as judges of the election, under oath or affirmation, which oath or affirmation may be administered by the director of the subdistrict or any other person competent to administer such an oath or affirmation; and the secretary shall keep a poll book and tally sheet, which shall be signed by the judges and delivered within five days to the president of the board of education of the district.

Notice at first election.—At the first election for directors of subdistricts provided for in paragraph 32 the notices of election herein required shall be posted in the different subdistricts by the now existing board of education, and the oath or affirmation herein required to be administered may be administered by any elector present.

34. *Regular and special meetings.*—The board of education shall hold regular sessions on the second Saturday of May, July, September, November, and January, at a schoolhouse in the principal town of the municipal district, for the transaction of business, and may adjourn from time to time or hold special meetings at any other time or place within the township as it deems desirable for the transaction of business; each special meeting may be called by the clerk of the board, by the president of the board, or by two or more members of the board, but each member of the board must be duly notified thereof personally or by written notice left at his residence or usual place of business.

35. *Maps of township district.*—A map of each township district shall be prepared by the board, as it may be necessary, in which shall be designated the numbers and boundaries of the subdistricts thereof. The board may at any regular session increase or diminish the number, or change the boundaries of subdistricts, but any increase in the number of subdistricts in any municipality will be subject to the approval of the provincial superintendent.

36. *Election in new subdistricts.*—When the board consolidates two or more subdis-

tricts into a new subdistrict, or establishes a new subdistrict in any other way, it shall call a special meeting of the qualified electors resident in the new subdistrict for the purpose of electing one director for the same. Notice shall be given of such election, and the election shall be conducted as provided in this order, and a director shall be elected to serve the term which shall render the classes of directors most equal from the annual meeting on the second Saturday of May next preceding the organization of the new subdistrict, and the terms of office of the directors of subdistricts so consolidated shall expire at the time such new subdistrict is created.

REORGANIZATION OF DISTRICTS.

37. Division into subdistricts.—The board of education of each municipal district provided for in Order No. 226 of December 6, 1899, shall at once divide its municipal district, exclusive of whatever territory may be comprised in a city district of the first or second class, into subdistricts. No subdistrict shall contain less than 60 resident scholars by enumeration except in cases where, in the opinion of the board, it is absolutely necessary to reduce the number. The division shall be so made that the number of teachers shall not be increased over that employed at the time this order is received except with the approval of the military governor.

38. Number of schools in a subdistrict.—No subdistrict shall be without at least one school, open to children of both sexes, or if not such a mixed school, then at least two schools, one for boys and one for girls. In rural subdistricts it is preferable to have but one mixed school to a subdistrict. In cities of either the first or second class subdistricts may have one or more schools for girls and one or more for boys. Schools of any subdistrict shall be in the same building unless this is absolutely impossible, in which case they shall be as near together as possible.

39. Designation of subdistrict.—Subdistricts of any school district, city or municipal, shall be designated by the numerals 1, 2, 3, etc., consecutively, and hereafter when officially referring to any school district it shall be as follows: Subdistrict No. ———, municipality or city of ——— ———, province of ——— ———.

40. Map of municipal district.—As soon as possible after the completion of the reorganization herein directed, each board of education will have prepared a map of its municipality, showing the approximate boundaries of school districts and the approximate location of schoolhouses therein. A copy of this map shall be posted at all times in each schoolhouse of the district, together with a list of unmarried youth of school age in the subdistrict. One copy of this map shall be sent to the commissioner of public schools and one to the provincial superintendent as soon as completed.

THE CLERK.

41. Bond of clerk.—The clerk of each board of education shall execute a bond, in an amount and with surety to be approved by the board, payable to the treasurer of the island of Cuba, conditioned that he shall perform faithfully all the official duties required of him; which bond shall be deposited with the president of the board, and a copy thereof, certified by the president of the board, shall be filed with the provincial superintendent and commissioner of public schools.

42. When orders of clerk for teacher's pay illegal.—It shall be unlawful for the clerk of the board to draw an order on the proper disbursing officer for the payment of a teacher for services until the teacher files with him such reports as may be required by the commissioner of public schools or the superintendent of the island. And after the provincial superintendent has notified the board of education that paragraphs 101 and 102 have been complied with, the teacher shall furnish a legal certificate of qualification, or a true copy thereof, covering the entire time of the service, and a statement of the branches taught; all of these documents must be carefully filed by the clerk and handed over to his successor in office.

43. Annual statistical report of board of education.—The clerk of each board shall prepare the annual report of the expenditures of school money in his district, and a statistical statement in reference to the schools required of the board by paragraph 47, and transmit the same to the provincial superintendent on or before the last day of August.

44. Publication of expenditures for school purposes.—The board of education of each district shall require the clerk of the board annually, ten days prior to the election for members of the board and directors of subdistricts, to prepare and post at the place or places of holding such elections, or publish in some newspaper of general circulation in the district, an itemized statement of all money expended for school purposes of the district within the school year last preceding.

The clerk shall also prepare monthly, on forms to be furnished by the commissioner of public schools, an estimate of the probable expense necessary to continue the schools of his district for the following month.

45. *Clerk to deliver books, etc., to successor.*—Each clerk shall, at the expiration of his term of office, deliver to his successor all books and papers in his hands relating to the affairs of his district, including certified copies thereof and reports of school statistics filed by teachers.

46. *How clerk shall keep accounts.*—The provincial superintendent of each province shall furnish to the clerk of each school board in his province a suitable blank book made according to the form prescribed by the commissioner of public schools, in which shall be kept a record of the school funds of his district, giving amounts expended and for what purposes.

REPORTS.

47. *Annual report of board of education.*—The board of education of each district shall make a report to the provincial superintendent, on or before the last day of August of each year, containing a statement of the expenditures of the board, the number of schools sustained, the length of time such schools were sustained, the enrollment of pupils, the average monthly enrollment and average daily attendance, the number of teachers employed and their salaries, the number of schoolhouses and schoolrooms, and such other items as the commissioner of public schools may require, and within five days after any meeting of any board of education the clerk of the board shall forward to the proper provincial superintendent an exact copy of the minutes of said meeting.

48. *In what form to be made.*—The report shall be made on blanks which shall be furnished by the commissioner of public schools to the provincial superintendent and by the provincial superintendent to each clerk of school boards in his province, and each board of education, or officer or employee thereof, or other school officer in any district or province, shall, whenever the island superintendent so requires, report to him direct, upon such blanks as he shall furnish, any statements or items of information that he may deem important or necessary.

49. *Reports by principals and teachers.*—Boards of education shall require all teachers and principals to keep the school records in such manner that they may be able to report annually to the provincial superintendent, as required by the provisions of this order, and may withhold the pay of such teachers as fail to file with the clerk reports required of them. The board of education of each city district shall prepare and publish annually a report of the condition and administration of the schools under its charge and include therein a complete exhibit of the statistical affairs of the district.

50. *Duty of provincial superintendent as to school report.*—The provincial superintendent of each province shall, on or before the 20th day of September, annually prepare and transmit to the island superintendent an abstract of all the returns of school statistics made to him from the several districts in his province, according to the forms prescribed by the commissioner of public schools, and such other facts as the commissioner of public schools may require. He shall also cause to be distributed all such orders, circulars, blanks, and other papers in the several school districts of the province as the island superintendent may lawfully require.

51. *When provincial superintendent should appoint person to make reports.*—Upon the neglect or failure of a clerk of a board of education of any district to make the reports required herein and by the time specified. the provincial superintendent shall appoint some suitable person, resident of the district, to make such reports, who shall receive the same compensation therefor and in the same manner as is allowed the clerk for like service, and before an order for the pay of clerk shall be made he shall present to the board a statement, officially signed and certified by the provincial superintendent, that he has rendered all the reports of statistics for the year or month required by this order.

PROVISIONS APPLYING TO ALL SCHOOL BOARDS.

52. *Status, powers, and duties.*—Boards of education of all school districts organized under the provisions of this order shall be, and they are hereby declared to be, bodies politic and corporate, and as such capable of suing and being sued, contracting and being contracted with, acquiring, holding, possessing, and disposing of property, both real and personal, and of exercising such other powers and having such other privileges as are conferred by this order.

53. *How property may be disposed of.*—When a board of education authorized so to do decides to dispose of any property, real or personal, held by it in its corporate capacity, exceeding in value $300, it shall sell the same at public auction, after giving

at least thirty days' notice thereof by publication in some newspaper of general circulation, or by posting notices in at least five of the most public places in the district to which such property belongs.

54. *What property the boards have title to.*—All property, real or personal, which has heretofore vested in, and is now held by, any board of education for the use of public or common schools in any districts is hereby vested in the board of education provided for in this order, and having under this order jurisdiction and control of the schools in such districts.

55. *School property exempt from taxation.*—All property, real or personal, vested in any board of education shall be exempt from tax and from sale on execution or other writ or order in the nature of an execution.

56. *Conveyances and contracts.*—All conveyances made by the board of education shall be executed by the president and clerk thereof; no member of a board shall have any pecuniary interest, either direct or indirect, in any contracts of the board, or be employed in any manner for compensation by the board of which he is a member, and no contract shall be binding upon any board unless made or authorized to be made at a regular or special meeting of the board.

57. *Process against boards and how served.*—Process in all suits against a board of education shall be by summons, and shall be served by leaving a copy thereof with the clerk or president of the board.

58. *Tie vote to be decided by lot.*—In all cases of tie votes at an election for members of a board of education the judges of election shall decide the election by lot; and in other cases of failure to elect members of the board, or in case of a refusal to serve, the board shall appoint.

59. *Oath of members and other officers.*—Each person elected or appointed a member of a board of education, or elected or appointed to any other office under this title, shall, before entering upon the duties of his office, take an oath or affirmation to support the military government of the island of Cuba, and that he will perform faithfully the duties of his office, which oath or affirmation may be administered by the clerk or any member of the board, and no person shall be elected or appointed a member of a board of education who has not the qualification of an elector and is not able to read and write.

60. *Organization and selection of officers.*—Each board of education shall choose annually from among its members a president, and a clerk, who shall not be a member of the board and who shall hold no other salaried public office; his salary shall be fixed by the board of education and paid from the island funds on regular approved estimates; but such salary shall not exceed $1,000 per year in city districts of the second class and $750 in municipal districts. Each board of education provided for in Order No. 226, series of 1900, Headquarters Division of Cuba, shall at once choose a clerk to serve until the election and qualification of the board of education provided for in paragraph 31.

61. *Vacancies in board; how filled.*—Vacancies in any board of education arising from death, nonresidence, resignation, expulsion for gross neglect of duty, or other cause, which occur more than fifteen days before the next annual election, the board shall fill within ten days from the occurrence of the vacancy, until the next annual election, when a successor shall be elected to fill the unexpired term.

62. *Quorum; yeas and nays to be taken in certain cases.*—A majority of the board of education shall constitute a quorum for the transaction of business. Upon a motion to adopt a resolution authorizing the purchase or sale of property, either real or personal, or to employ a superintendent, teacher, janitor, or other employee, or to elect or appoint an officer, or to pay any debt or claim, the clerk of the board shall call publicly the roll of all the members composing the board and enter on the records required to be kept names of those voting "aye" and the names of those voting "no." If the majority of all the members of the board vote "aye," the president shall declare the motion carried; and upon any motion or resolution any member of the board may demand the yeas and nays, and thereupon the clerk shall call the roll and record the names of those voting "aye" and those voting "no." In all cases except those which are declared to require a majority of all the members composing the board, a majority of the quorum is sufficient to pass a measure, and the roll need not be called unless demanded by a member of the board; and in the case of a tie the president shall cast an additional vote.

63. *Absence of the president or clerk.*—If at any meeting of the board either the president or clerk is absent the members present shall choose one of their number to serve in his place pro tempore, and if both are absent, both places shall be so filled; but upon the appearance of either at the meeting, after his place has been so filled, he shall immediately assume the duties of his office.

64. *Record of proceedings and attestation thereof.*—The clerk of the board shall record

the proceedings of each meeting in a book to be provided by the board for that purpose, which shall be a public record. The record of the proceedings at each meeting of the board shall be read at its next meeting, corrected if necessary, and approved, and the approval shall be noted in the proceedings, and after such approval the president shall sign the record and the clerk shall attest the same.

65. *Illegal meetings.*—The board of each district shall make such rules and regulations, not in conflict with the orders of higher authority, as it may deem expedient and necessary for its government and the government of its appointees and the pupils, and any meeting of a board of education not provided for by its rules or by this order shall be illegal unless all the members thereof have been notified in a similar way to that provided for boards of education of municipal districts in paragraph 34. In like manner, whenever deemed necessary for consultation therewith, a provincial superintendent may convene any board of education in his province.

66. *Yearly estimate of expenses.*—Each board of education shall make annually, before the last day of August, on forms to be furnished for that purpose, a detailed estimate of the probable expenses of the corresponding district for the school year next following, such estimate to be forwarded to the provincial superintendent.

67. *Rental and use of schoolhouses.*—The board of education of any district is empowered to rent suitable schoolrooms, but no lease of schoolroom or building shall be made for a period exceeding two years, the board of education reserving the right to terminate the lease at any time on thirty days' notice. When in the judgment of any board of education it would be for the advantage of the children residing in any school district to hold literary societies, school exhibitions, normal school or teachers' institutes, the board of education shall authorize the opening of such schoolhouses for the purposes aforesaid, provided such action shall in nowise interfere with the public schools in such district.

68. *Illegal use of schoolhouses.*—Schoolrooms shall be secured in healthful localities and shall be clean, well ventilated, and well lighted, and all rooms, buildings, or parts of buildings rented or assigned for school use shall be used exclusively for school purposes, and no teacher, janitor, or other person shall dwell therein.

69. *Sufficient schools must be provided.*—With the approval of the military governor each board of education shall establish a sufficient number of schools to provide for the free education of the youth of school age in the district under its control at such places as will be most convenient for the attendance of the largest number of such youth, and shall continue each and every day school so established thirty-six weeks in each school year, and each municipal board of education shall establish at least one primary school in each subdistrict under its control.[1]

70. *School at children's homes and orphan asylums.*—The board of any district in which a children's home or orphan asylum is or may be established by law shall, when requested by the directors of such children's home or orphan asylum, establish in such home or asylum a separate school, so as to afford to the children therein, as far as practicable, the advantages and privileges of the common school education. All schools so established in any such home or asylum shall be under the control and management of the directors of such institution, which directors shall, in the control and management of such schools, as far as practicable, be subject to the same laws that boards of education and other school officers are who have charge of the common schools of such district, and the teacher of any such school so established shall make all reports required by this order the same as any other teacher of the district and to the same officers.

71. *Evening schools.*—In any district or part thereof parents or guardians of children of school age may petition the board of education to organize an evening school. The petition shall contain the names of not less than twenty-five youths of school age who will attend such school and who, for reasons satisfactory to the board, are prevented from attending day school. Upon receiving such petition the board of education may provide a suitable room for the evening school and employ a competent person, who holds a regularly issued teachers' certificate, to conduct it. Such board may discontinue any such evening school when the average evening attendance for any month falls below twelve.

72. *Who may be admitted to public schools.*—Schools of each district shall be free to all unmarried youth between 6 and 18 years of age who are children, wards, or apprentices of actual residents of the district, including children of proper age who are or may be inmates of a children's home or orphan asylum located in any such

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[1] Boards of education may, in their discretion, permit boys and girls of school age to attend the same school, and it is hoped that at least with young children this plan will prevail, as it will tend to develop that high respect between the sexes which is the basis of true womanhood and manhood. In small towns and in the country it may often be the only means of establishing sufficient schools.

school district, provided that all unmarried youth of school age living apart from their parents or guardians and who work to support themselves by their own labor shall be entitled to attend school free in the district in which they are employed. The several boards shall make such assignment of the unmarried youth of their respective districts to the schools established by them as will, in their opinion, best promote the interests of education in their district.

73. *Suspension and expulsion of pupils.*—No pupil shall be suspended from school by a superintendent or teacher except for such time as may be necessary to convene the board of education, and no pupil shall be expelled except by a vote of two-thirds of such board, and not until the parent or guardian of the offending pupil has been notified of the proposed expulsion and permitted to be heard against the same; and no pupil shall be suspended or expelled from any school beyond the current term thereof.

74. *Holidays.*—Teachers employed in the common schools may dismiss their schools without forfeiture of pay on such legal holidays as the military governor may from time to time appoint.

75. *School year, week, and day.*—The school year shall begin on the 1st day of September of each year and close on the 31st day of August of the succeeding year. Schools shall open regularly on the second Monday of September each year, and the first term shall end on December 24 next following. The second term shall begin January 2 of each year and end on the Friday next preceding Holy Week. The third term shall begin on the first Monday after said Holy Week and end when paragraph 69 has been complied with. The school month shall consist of four school weeks, and the school week shall consist of the five days from Monday to Friday, inclusive. The daily school session shall be for five hours, not including recesses, and the board of education shall designate the hours for opening and closing the schools of its district. In city districts of the first and second class the military governor may authorize the boards of education of such city districts to change the hours of duration of the daily school session upon receiving good and sufficient reason for such change.

76. *Boards to control schools and appoint officers.*—Each board of education shall have the management and control of the public schools of the district, except as otherwise provided for boards of education in city districts, with full power to appoint principals, teachers, janitors, and other employees, and fix their salaries or pay, provided such salaries for teachers do not exceed per month the following: In Habana, $75; in the capitals of provinces and in Cardenas and Cienfuegos, $60; in all other municipalities, $50, except for all teachers in schools with an average attendance of less than 30 pupils, in which case the salary shall not exceed $30; and any person serving as a regular teacher of a school and also having the supervision of not less than two other schools shall be rated as a principal on the rolls and receive the additional sum of $10 per month. Such salaries or pay may be increased, but shall not be diminished, during the term for which the appointment is made; but no person shall be appointed for a longer time than one year, and the board of education may dismiss any appointee for neglect of duty, immorality, or improper conduct, and shall state to such appointee, in writing, the reason therefor. Women only shall be employed in schools for girls. Either women or men may be employed in schools for boys. For similar services women and men shall at all times receive equal pay.

77. *Date of teacher's appointment.*—The teacher's appointment shall date from and the teacher's salary shall begin on the day when he first takes charge of a school during any school term, and at the end of the first calendar month thereafter he shall be paid such part of a month's salary as corresponds to the length of time he has been in actual charge of a school. Thereafter his salary shall be due and payable for each calendar month, and all contracts for the service of teachers shall be for a term or period of time ending on the last day of August of the school year for which the teacher was hired.

78. *Salary during vacations.*—The teacher's salary will continue during vacations as well as the actual school periods.

When salary may not be drawn.—In order to be entitled to draw the salary during vacations, teachers must employ such periods in normal schools, teachers' meetings for instruction, or in following other courses of instruction approved by the board of superintendents, provided; that such school meetings or courses of study are previously prescribed by said board; otherwise the salary will be regularly due the teachers without vacation work.

79. *When unlawful to employ teachers.*—It shall be unlawful for any board of education, prior to the annual election and the qualification of the director or directors elected thereat, to employ or contract to employ any teacher for a term to commence after the expiration of the current school year; and the school director in each subdistrict of municipal districts, the president of the school board in each city district of the second class, and the superintendents of instruction in city districts of the first

class shall give to the teacher or teachers under their control certificates of such employment and of services rendered, addressed to the clerk of the board of education, who, upon presentation thereof and compliance of such teachers with the provisions of paragraph 49, shall draw orders on the proper disbursing officer for the amount certified to be due, in favor of the parties entitled thereto, and the said disbursing officer shall pay the same. If salaries are not paid within thirty days of the date of application for the same by the teacher, boards of education shall, and teachers may, report the fact to the commissioner of public schools, who will give the matter personal attention.

80. *Teachers may sue board for pay.*—If the board of education of any district dismiss any teacher for any frivolous or insufficient reason, such teacher may bring suit against such board of education, and if on the trial of the case a judgment be obtained against the board of education the board shall direct the clerk to issue an order upon the proper disbursing officer for the sum so found due to the person entitled thereto, and in such suits process may be served on the clerk of the board of the district, and service upon him shall be sufficient.

ENUMERATION.

81. *Yearly enumeration of school youth.*—The board of education shall cause to be taken annually in each district, during the two weeks ending on the fourth Saturday of March, an enumeration of all unmarried youths, denoting sex, between 6 and 18 years of age, resident within the district and not temporarily there, designating also the number between 6 and 8 years of age, the number between 8 and 14 years of age, the number between 14 and 16 years of age, and the number between 16 and 18 years of age.

82. *How enumeration of youth is taken.*—Each person required or employed under this order to take such enumeration shall take an oath or affirmation to take the same accurately and truly to the best of his skill and ability. When making return thereof to the clerk of the board of education, he shall accompany the same with a list of the names of all the youths so enumerated, noting the age of each, and with his affidavit duly certified that he has taken and returned the enumeration accurately and truly to the best of his knowledge and belief, and that such list contains the names of all youths so enumerated and none others.

Compensation for same.—The officer to whom such return is required to be made may administer such oath or affirmation and take and certify such affidavits, and shall keep in his office for the period of five years such reports and lists of names; and each person taking and returning the enumeration shall be allowed by the proper board of education reasonable compensation for his services, which in municipal subdistricts shall not exceed $2 for each person authorized, required, or appointed to perform the service.

83. *Director to take enumeration in subdistricts.*—The director of each municipal subdistrict shall take the enumeration of his subdistrict, and return same to the clerk of the board of education in the manner prescribed herein.

84. *Clerks to transmit abstract of enumeration to provincial superintendent.*—The clerk of each board shall annually, on or before the first Saturday of April, make and transmit to the provincial superintendent of the province in which is situated the corresponding district an abstract of the enumeration required by this order to be returned to him according to the form prescribed by the commissioner of public schools, with an oath or affirmation indorsed thereon that it is a correct abstract of the returns made to him under oath or affirmation, and the oath or affirmation of the clerk may be administered and certified to by any member of the board of education or by the provincial superintendent.

85. *Provincial superintendents to furnish abstract to commissioner of public schools.*—Each provincial superintendent shall make and transmit to the commissioner of public schools, on or before the last Saturday of April in each year, on blanks to be furnished by the latter, an abstract of the enumeration returns made to him, duly certified.

86. *Penalty for making fraudulent returns.*—An officer through whose hands the enumeration required herein to be returned passes, who, by percentage or otherwise, adds to or takes from the number actually enumerated, or any enumerator who makes a fraudulent return of statistics, shall be deemed guilty of a misdemeanor, and upon conviction of such offense shall be dismissed, and in addition to dismissal may be fined in any sum not less than $5 nor more than $100.

87. *False returns from teachers.*—Any teacher, principal, or superintendent who makes a fraudulent return of statistics shall be summarily dismissed and disqualified from again teaching in the public schools of the island.

ATTENDANCE.

88. Time of attendance; excusal from such attendance.—Every parent, guardian, or other person having charge of any child between the ages of 6 and 14 years, shall send such child to a public or private school not less than twenty weeks, at least ten weeks of which, commencing with the first four weeks of the school year, shall be consecutive, occasional daily absence for reasonable excuse excepted, unless the child is excused from such attendance by the president of the board of education in municipal districts or city districts of the second class, and the superintendent of instruction in city districts of the first class, upon a satisfactory showing, either that the bodily or mental condition of the child does not permit of its attending school or that the child is being instructed at home or in a private school by a person qualified, in the opinion of the clerk of the board of education, in the subjects of writing, spelling, reading, geography, and arithmetic.

89. Employment of children under 14 years of age.—No child under the age of 14 years shall be employed by any person, company, or corporation during the school term, and while the public schools are in session, unless the parent, guardian, or person in charge of such child shall have fully complied with the requirements of the preceding paragraph. Every person, company, or corporation shall require proof of such compliance before employing any such minor, and shall make and keep a written record of the proof given, and shall, upon the request of the truant officer hereinafter provided for, permit him to examine such record. Any person, company, or corporation employing any child contrary to the provisions of this paragraph shall be fined not less than $25 nor more than $50.

90. Truant officers.—To aid in the enforcement of the last two paragraphs truant officers shall be appointed and employed as follows: In city districts the board of education shall appoint, employ, and fix the salary of one or more truant officers; in municipal districts the board of education shall appoint one truant officer. The compensation of the truant officer, except in city districts, shall be $2 per day for each day actually employed in carrying out the orders of the clerk of the board of education.

Powers and duties.—The truant officer shall be vested with police powers, and shall have authority to enter workshops, factories, stores, and all other places where children may be employed, and do whatever may be necessary in the way of investigation or otherwise to enforce the last two paragraphs. The clerk of the board of education, upon the representation of the truant officer, shall institute proceedings against any officer, parent, guardian, person, or corporation violating any of the provisions of the last two paragraphs. The truant officer shall keep a record of his transactions for the inspection and information of the board of education and he shall make such reports to the clerk of the board of education as are required by him.

91. Reports of principals and teachers.—It shall be the duty of all principals and teachers of schools, public and private, to report to the clerk of the board of education of the district in which the schools are situated the names, ages, and residence of all pupils in attendance at their schools, together with such other facts as said clerk may require, in order to facilitate the carrying out of the last three paragraphs, and such report shall be made the last week of each month. It shall be the further duty of such principals and teachers to report to the clerk of the board of education all cases of truancy in their respective schools as soon after the offenses have been committed as practicable.

92. Proceedings in case of truancy.—On the request of the clerk of the board of education the truant officer shall examine into any case of truancy within his district, and warn the truant and his parents, guardian, or other person in charge, in writing, of the final consequences of truancy if persisted in. When any child between the ages of 8 and 14 years is not attending school without lawful excuse or in violation of the preceding paragraph, the truant officer shall notify that parent, guardian, or other person in charge of said child of the fact, and require such parent, guardian, or other person in charge to cause the child to attend some recognized school within five days of the day of notice; and it shall be the duty of the parent, guardian, or other person in charge of the child so to cause its attendance at some recognized school.

Penalties imposed on parents, guardians, etc.—Upon failure to do so, the truant officer shall report the case to the clerk of the board of education, who shall make complaint against the parent, guardian, or other person in charge of the child in any court of competent jurisdiction in the district in which the offense occurs, for such failure, and upon conviction the parent, guardian, or other person in charge shall be fined not less than $5 nor more than $25, in the discretion of the court, the offense to be punishable as a falta; or the court may, in its discretion, require the person so convicted to give a bond in the penal sum of $100, with sureties to the approval of the court, conditioned that he or she will cause the child under his or her charge to attend some recognized school within five days thereafter, and to remain at such school during the term prescribed by law; and upon failure or refusal of any such parent, guardian, or other person to pay said fine or furnish said bond, according to the order of the court, then said parent, guardian, or other person shall be imprisoned in the proper jail not less than five days nor more than ten days.

93. *When child is exempt.*—When any truant officer is satisfied that any child compelled to attend school by the provisions preceding is unable to attend school because absolutely required to work at home or elsewhere in order to support itself or help support or care for others legally entitled to its support, who are unable to support or care for themselves, the truant officer shall report the case to the board of education, who may exempt such child from the provisions preceding.

94. *Penalties.*—Any officer or other person mentioned in the foregoing four paragraphs neglecting to perform any duty imposed upon him by these paragraphs shall be fined not less than $5 nor more than $20 for each offense. Any officer or agent of any corporation violating any of the aforementioned paragraphs, who participates or acquiesces in or is cognizant of such violation, shall be fined not less than $5 nor more than $20. Any person who violates any of the aforesaid paragraphs for which a penalty is not elsewhere provided shall be fined not more than $50.

Jurisdiction.—The correctional judge, or if the district has not a correctional judge then the municipal judge, shall have jurisdiction to try the offenses described in the aforesaid paragraphs, and his judgment shall be final.

95. *Where law does not operate.*—This enforced attendance shall not be operative in any school district where there are not sufficient accommodations in the public schools to seat children compelled to attend the public schools under the provisions of the five preceding paragraphs.

96. *Duty of commissioner of public schools.*—It shall be the duty of the commissioner of public schools from time to time, whenever deemed advisable, to formulate and forward to boards of education throughout the island regulations and suggestions for the instruction and guidance of all persons, officers, superintendents, principals, teachers, and persons charged with the enforcement of the preceding six paragraphs or any of their provisions.

TEACHERS' INSTITUTE.

97. *Organization by board of superintendents.*—It shall be the duty of the board of superintendents to organize in each province at least one teachers' institute, and more than one, if in the opinion of the board of superintendents one will not accommodate all the teachers of the province.

98. *Number and salaries of instructors and lecturers.*—The board of superintendents shall determine upon the number and salaries of instructors and lecturers of any institute and the length of each session of the institute, provided that no summer session shall continue less than four school weeks.

Attendance of teachers necessary to collect vacation salaries.—Each teacher shall attend at least one complete session of the institute in order to obtain his salary during the vacation period.

99. *Institute fund.*—As a condition of attending the institute each teacher receiving less than $50 per month shall deposit once annually, with an individual to be designated by the board of superintendents, the amount of $3, and each teacher receiving more than $50 per month shall deposit $6, which shall help to form the institute fund. This fund shall be used to cover the necessary expenses of the institute and shall be expended and accounted for as directed in orders from time to time. If the expenses of the institute exceed in amount the institute fund, the unpaid balance shall be paid from the island revenues. If the institute fund for any year exceeds the expenses of the institute for that year, such excess shall go to form a sinking fund for the support of the institute.

100. *Organization of institutes.*—The board of superintendents shall at their regular meeting in October, 1900, decide upon a plan for the organization of the teachers' institutes of the island for the school year of 1900–1901 and submit the same to the secretary of public instruction and the military governor for approval as soon thereafter as possible.

BOARDS OF EXAMINERS.

101. Plans for examination of teachers.—The board of superintendents shall at their regular meeting in October, 1900, decide upon a plan for the examination of the teachers of the island as to their qualification to teach, and shall present the same in writing to the military governor through the secretary of public instruction as soon thereafter as possible for his approval.

102. Certificate a requisite to employment of teacher.—After the approval and publication of the plan mentioned in the preceding paragraph, no person shall be employed as teacher in a common school who has not obtained from a board of examiners having competent jurisdiction a certificate of good moral character, and that he or she is qualified to teach such branches of study as the board of superintendents may decide upon and possesses adequate knowledge of the theory and practice of teaching.

103. All salaries and fines mentioned in this order shall be payable in United States currency or its equivalent.

104. This decree shall take effect from the date of its publication in the Gazette of Habana, and all provisions of law or orders in force when this decree takes effect which are inconsistent with any provision of this decree shall be held to be superseded by the latter.

J. B. Hickey,
Assistant Adjutant-General.

[Form 1.—For all school districts.]

ENUMERATION RETURN TO THE CLERK OF THE BOARD OF EDUCATION.

Enumeration of unmarried youth between the ages of 6 and 18 years, and also between 6 and 8, 8 and 14, 14 and 16, and 16 and 18 years, in subdistrict No. ———, district[1] ——— ———, of ——— ———, province of ——— ———, Cuba, taken under oath, and returned to the clerk of said board by the enumerator, during the two weeks ending on the fourth Saturday of March, 190—.

I, ——— ———, solemnly swear (or affirm) that I will enumerate the unmarried school youth of subdistrict No. ———, district[1] of ——— ———, province of ——— ———, Cuba, accurately and truly to the best of my skill and ability.

——— ———.

Subscribed in my presence and sworn to before me this ——— day of ———, 190—.

——— ———,
Clerk of Board of Education.

Name of parent.	Name of youth.	Age.	Male.		Female.		Between 6 and 8 years of age.	Between 8 and 14 years of age.	Between 14 and 16 years of age.	Between 16 and 18 years of age.
			White.	Colored.	White.	Colored.				

I, ——— ———, do solemnly swear (or affirm) that the foregoing enumeration has been taken and returned accurately and truly to the best of my knowledge and belief, and that such list contains the names of all the youth so enumerated and no others.

——— ———.

Subscribed in my presence and sworn to before me this ——— day of ———,

——— ———,
Clerk of Board of Education.

See paragraphs 81 to 87.

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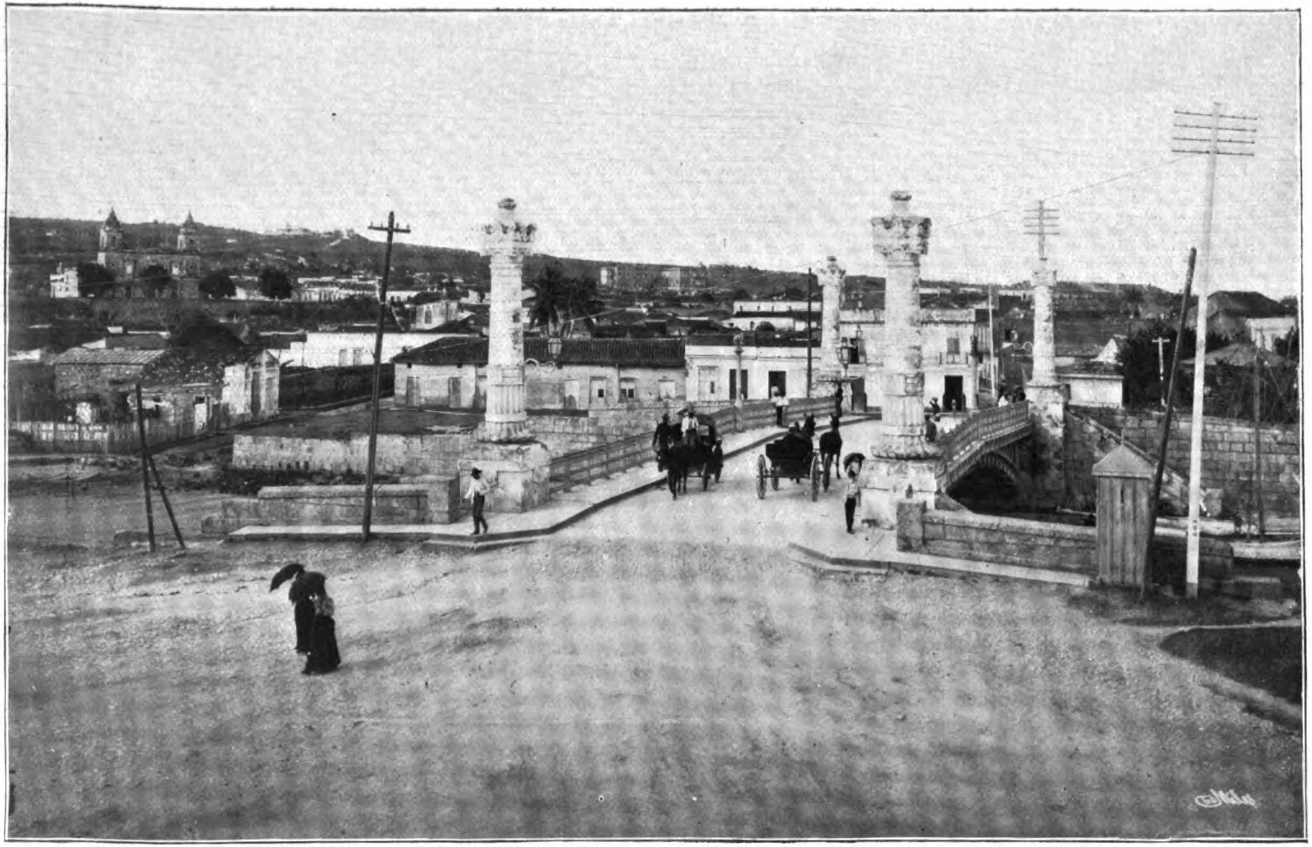
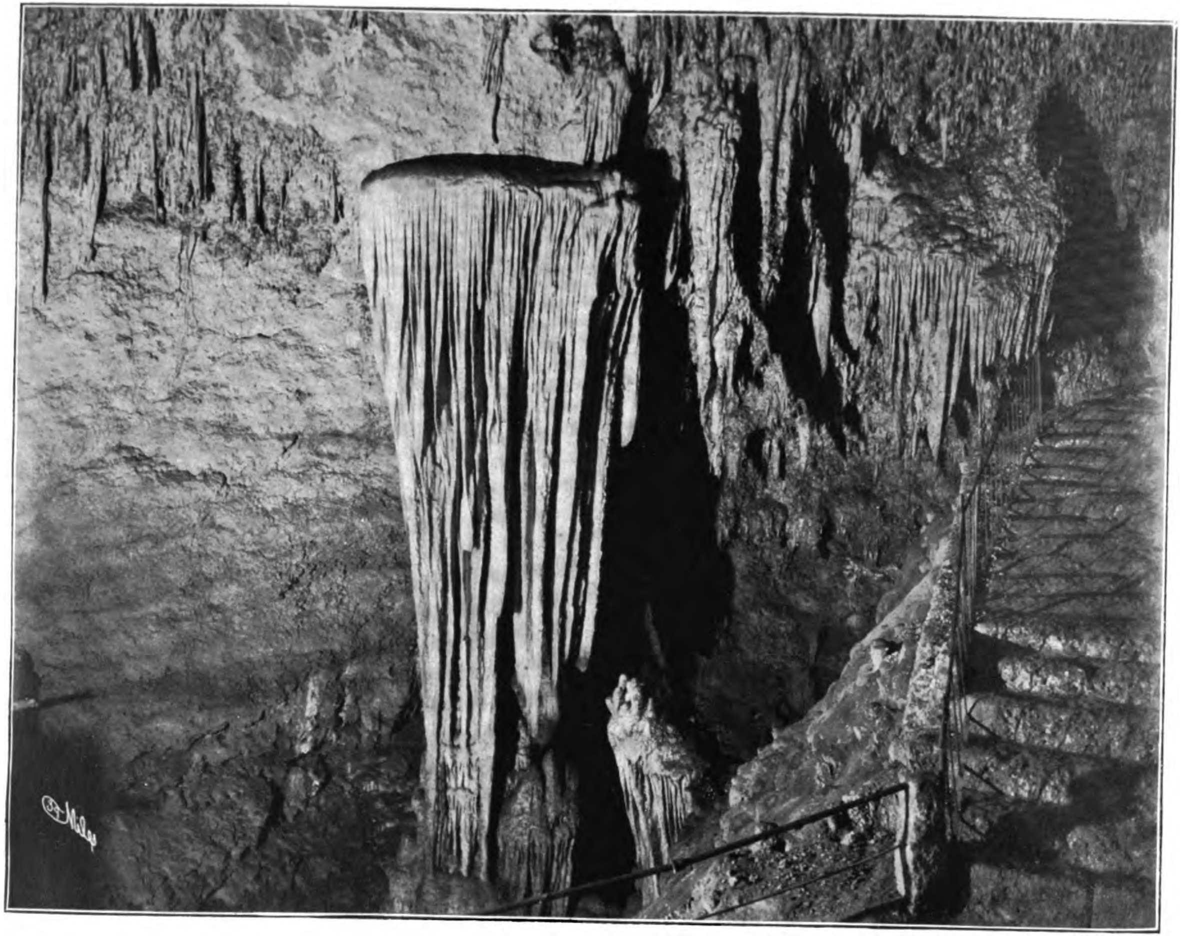
[1] Insert "municipal" when a municipal district; "city" when city district of the first or second class.



CONCORDIA BRIDGE AT MATANZAS.

SCENE IN THE ISLE OF PINES.

PLANTING SUGAR CANE.



INTERIOR VIEW OF BELLAMAR CAVE, MATANZAS, CUBA.

[Form 2.—For all school districts.]

ANNUAL ENUMERATION RETURN TO PROVINCIAL SUPERINTENDENT.

An abstract of the enumeration of unmarried youth between the ages of 6 and 18 years, and also between 6 and 8, 8 and 14, 14 and 16, and 16 and 18 years, in district[1] ——— ———, of——— ———, province of ——— ———, Cuba, taken under oath and returned to the undersigned, clerk of said school district, during the two weeks ending on the fourth Saturday of March, 19——.

Number of each subdistrict.	Number of youth.				Youth between 6 and 8 years of age.	Youth between 8 and 14 years of age.	Youth between 14 and 16 years of age.	Youth between 16 and 18 years of age.	Total.
	Males.		Females.						
	White.	Colored.	White.	Colored.					
Total									

I, ——— ———, solemnly swear (or affirm) that the foregoing enumeration return is a correct abstract of the returns made to me under oath.

——— ———,
Clerk of the Board of Education.

——— ———, Cuba, ——— ———, 19——.

Subscribed in my presence and sworn to before me this ——— day of ———, 19——.

——— ———.

NOTE.—The clerk should return one copy of this report to the commissioner of public schools, one to the provincial superintendent, and file one in his office.
See paragraph 84.

[1] Insert "municipal" when a municipal district; "city" when a city district of the first or second class.

[Form 3.]

Abstract of the enumeration taken during the two weeks ending on the fourth Saturday of March, 190—, of the unmarried youth between the ages of 6 and 18 years, and also between the ages of 6 and 8, 8 and 14, 14 and 16, and 16 and 18 years, residing within the province of ——— ———, island of Cuba.

Name of districts. (Insert the municipal districts first, with total; then leave one blank line; then insert the city districts and their total; and then, under all, insert grand total.)	Number of youth.				Youth between 6 and 8 years of age.	Youth between 8 and 14 years of age.	Youth between 14 and 16 years of age.	Youth between 16 and 18 years of age.	Total.
	Males.		Females.						
	White.	Colored.	White.	Colored.					
Grand total...........									

I certify the foregoing statement to be correct.
——— ———, 19——.

——— ———,
Provincial Superintendent.

NOTE.—To be made in duplicate; one copy to be forwarded to the commissioner of public schools the other to be filed by the provincial superintendent.
See paragraphs 84 and 85.

[Form 4.—For all school districts.]

TEACHERS' MONTHLY (OR YEARLY) REPORT TO THE CLERK OF THE BOARD OF EDUCATION.

[See directions for making this report.]

Report of the public school in subdistrict No. ———, district[1] ——— of ———, province of ——— ———, Cuba, of the[2] ——— ———, commencing ——— ———, 19——, and ending ——— ———, 19——.

1. Whole number of pupils enrolled during the period covered by this report:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total, boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total, girls, ——— ———.
   Total, white, ——— ———. Total, colored, ——— ———. Grand total, ——— ———.
2. Number of pupils included in (1) and previously reported and enrolled in the same or another school in the same district within the school year:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total, boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total, girls, ——— ———.
   Total, white, ——— ———. Total, colored, ——— ———. Grand total, ——— ———.
3. Number of pupils included in (1) and previously enrolled and reported in other districts of the island within the school year:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total, boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total, girls, ——— ———.
   Total, white, ——— ———. Total, colored, ——— ———. Grand total, ——— ———.
4. Number of new pupils enrolled, not previously included in a report:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total, boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total, girls, ——— ———.
   Total, white, ——— ———. Total, colored, ——— ———. Grand total, ——— ———.
5. Average monthly enrollment for period covered by this report:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total, boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total, girls, ——— ———.
   Total, white, ——— ———. Total, colored, ——— ———. Grand total, ——— ———.
6. Average daily attendance for period covered by this report:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total, boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total, girls, ——— ———.
   Total, white, ——— ———. Total, colored, ——— ———. Grand total, ——— ———.
7. Per cent of daily attendance on total enrollment, ——— ———.
8. Per cent of daily attendance on monthly enrollment, ——— ———.
9. Number of days the school was in session, ——— ———.
10. Number of weeks the school was in session, ——— ———.
11. Number of cases of truancy reported to clerk of board of education, ——— ———.
12. Number of desks and chairs in the school, ——— ———.
13. Square meters of blackboard in the school, ——— ———.
14. Supplies needed in the school ——— ———.
15. Teacher's salary per month ——— ———.
16. Has salary been received without abatement or commission? ——— ———.
17. Grade of certificate of teacher, one or two years ——— ———.
18. Floor space of schoolroom in square meters ——— ———.
19. Does anyone dwell or cook in school building? ——— ———.

20. *The number of pupils in each branch of study.*

Branches.	Number.	Branches.	Number.
Orthography		Astronomy	
Reading		Bookkeeping	
Writing		Natural history	
Arithmetic		Mental philosophy	
Geography		Moral philosophy	
Grammar		Logic	
Language lessons		Physics	
Cuban history		Science of government	
United States history		Botany	
Drawing		Latin	
Vocal music		Algebra	
Map drawing		Greek	
Trigonometry		Geometry	
Surveying		French	
Literature		Rhetoric	
Chemistry		Physical geography	
Geology		Physiology	
English		Hygiene	

I certify the above report to be correct.

——— ———,
Teacher.

——— ———, ———, 19——.

NOTE.—It is unlawful to issue an order for the payment of a teacher for services rendered during the period covered by a report until after such report is filed with the clerk of the board of education. The law also requires the filing of the original or a copy of the teacher's certificate with the clerk of the board. These requirements must be strictly complied with.

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[1] Insert "municipal" when a municipal district, and "city" when a city district of first or second class.

[2] Insert "month" when the report is for a month, and ' year" when the report is for a year. See paragraphs 42 and 49.

DIRECTIONS TO TEACHERS.

1. Give entire enrollment of the school for the period covered by this report.

2. Give the number of pupils included in this report who have been previously reported to the clerk since September 1 to date of making this report. When the same teacher is employed for the entire year he will know what pupils have attended a preceding term, but a new teacher must ascertain from the record, or if there be no record, from the pupils themselves.

3. Give the number of pupils who have been enrolled in some other school in the island outside the municipal or city district.

4. Subtract the sum of 2 and 3 from 1 and place the difference in 4. This difference will be the number of new pupils enrolled. It is important that the reenrollments in 2 and 3 be correctly reported, otherwise such pupils will be reported two or more times, while no pupil should be reported in 4 more than once for the school year. The sum of the new pupils enrolled as given in the several monthly or yearly reports should be the total number of new pupils enrolled during the school year.

5. To find the average monthly enrollment of boys (see 1 of the monthly reports, this form) find the number of boys enrolled each month; add these numbers together and divide their sum by the number of months in the term. Give the quotient to the nearest integer. The average monthly enrollment of girls may be obtained in the same manner. A pupil who is absent the whole of any school month is not to be counted in the enrollment of that month. This column will be filled in the yearly report only.

6. To find the average daily attendance of the boys divide the sum of all the days attended by the boys (taken from the school-teacher's register) by the number of days taught; give the quotient to the nearest integer. The average attendance of the girls can be found in the same way.

7. To find the average per cent of attendance on total enrollment multiply the average daily attendance by 100 and divide by total enrollment. Give the quotient to the nearest integer.

8. To find the average per cent of attendance on monthly enrollment multiply the average daily attendance by 100 and divide by the average monthly enrollment. Give the quotient to the nearest integer.

20. Under orthography report all pupils studying spelling, as well as those using a text-book on this subject; under writing, only those receiving systematic instruction in language apart from technical grammar, including those who have exercises in composition, essays, or letter-writing. While each report made by the teacher will designate the branches studied, care must be taken in making the report for the year to report no pupil more than once in the year in any given study.

This report will be made to cover complete weeks, and each succeeding monthly report will begin with the week following the last week included in the preceding report. Four copies of this report will be made; one to be retained by the teacher; three to be forwarded to the clerk of the board of education, who will keep one, will forward one to the provincial superintendent and one to the commissioner of public schools.

[Form 5.—For all districts.]

Report of board of education to be prepared by the clerk of the board of[1] ——— ———, district of ——— ——— province ——— ———, Cuba, for the ——— ——— ending ——— ———, 19——.

(Read directions on page 5.)

1. Number of subdistricts (or subdivisions) in the district ——— ———.
2. Number of members of board of education ——— ———.
3. Number of schoolhouses in course of erection or erected during the period of this report ——— ———.
4. Rent of schoolhouses and grounds during the period of this report ——— ———.
5. Number of houses used for school purposes in district ——— ———.
6. Number of schoolrooms in district at time this report is made; occupied ——— ———; unoccupied ——— ———.
7. Total value of school property, including furniture, apparatus, etc. ——— ———.
8. Number of different teachers employed, including superintendents. (See directions):
   White, men ——— ———. Colored, men ——— ———. Total, men ——— ———.
   White, women ——— ———. Colored, women ——— ———. Total, women ——— ———.
   White, total ——— ———. Colored, total ——— ———. Grand total ——— ———.
9. Number of teachers who taught the entire school year:
   White, men ——— ———. Colored, men ——— ———. Total, men ——— ———.
   White, women ——— ———. Colored, women ——— ———. Total, women ——— ———.
   White, total ——— ———. Colored, total ——— ———. Grand total ——— ———.
10. Number of teachers necessary to supply the schools ——— ———.
11. Average monthly wages of teachers in dollars, including superintendents:
    Men, $——— ——— ———. Women, $——— ——— ———.
12. Number of weeks taught within the period covered by this report ———.
13. Number of different pupils enrolled within the school year (see directions):
    White, boys ——— ———. Colored, boys ——— ———. Total, boys ——— ———.
    White, girls ——— ———. Colored, girls ——— ———. Total, girls ——— ———.
    White, total ——— ———. Colored, total ——— ———. Grand total ——— ———.
14. Number of pupils who have been previously enrolled in other districts in the island within the year (see 3, Form 4):
    White, boys ——— ———. Colored, boys ——— ———. Total, boys ——— ———.
    White, girls ——— ———. Colored, girls ——— ———. Total, girls ——— ———.
    White, total ——— ———. Colored, total ——— ———. Grand total ——— ———.
15. Average monthly enrollment (see directions):
    White, boys ——— ———. Colored, boys ——— ———. Total, boys ——— ———.
    White, girls ——— ———. Colored, girls ——— ———. Total, girls ——— ———.
    White, total ——— ———. Colored, total ——— ———. Grand total ——— ———.
16. Average daily attendance (see directions):
    White, boys ——— ———. Colored, boys ——— ———. Total, boys ——— ———.
    White, girls ——— ———. Colored, girls ——— ———. Total, girls ——— ———.
    White, total ——— ———. Colored, total ——— ———. Grand total ——— ———.

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[1] Insert "municipal" when a municipal district; "city" when a city district of the first or second class.

(*a*) Enumeration of youth between 6 and 18 years, taken in March preceding ——— ———.
17. Per cent of total enrollment on enumeration of March preceding ——— ———.
18. Per cent of daily attendance on total enrollment ——— ———.
19. Per cent of daily attendance on monthly enrollment ——— ———.
20. Number of principals in the district ——— ———.
21. Total amount paid and due teachers for period of report ——— ———.
22. Average cost of tuition per pupil on total enrollment ——— ———.
23. Average cost of tuition per pupil on daily attendance ——— ———.
24. Total amount paid and due janitors for period of report, $——— ———.
25. Number of certificates of each grade held by teachers:
For one year ——— ———. For two years ——— ———
26. Total flood space, in square meters, in schoolhouses of district ——— ———.
27. Total number of new schools organized during the month ——— ———.
28. Number of cases of truancy reported to truant officer in the period ——— ———.
29. Number of complaints against parent, guardian, etc., in the period (see paragraph 90).
30. Number of convictions of parents, guardians, etc. (see paragraph 90).
31. Amount of fines imposed on parents, guardians, etc. (see paragraph 90).
32. Number of bonds given by parents, guardians, etc. (see paragraph 90).
33. Number of desks and chairs in the schools of the district ——— ———.
34. Square meters of blackboard in the schools of the district ——— ———.
35. Floor space of occupied schoolrooms, in square meters ——— ———.
36. Number of volumes in school library ——— ———.

37. *The number of pupils in each branch of study.*

Branch.	Number.	Branch.	Number.
Orthography		Geometry	
Reading		Geology	
Geography		Bookkeeping	
United States history		Moral philosophy	
Vocal music		Science of government	
Physics		Greek	
Algebra		Surveying	
Chemistry		Arithmetic	
Astronomy		Language lessons	
Mental philosophy		Drawing	
Rhetoric		Physical geography	
Latin		Botany	
Trigonometry		Literature	
Writing		German	
Grammar		Natural history	
General history		Logic	
Map drawing		Political economy	
Physiology		French	

I certify the foregoing to be correct.

——— ———,
Clerk of the Board of Education.

——— ———, Cuba,
——— ———, 19——.

DIRECTIONS.

Numbers 9, 13, 14, 15, 17, 18, and 19 will be filled in on the yearly report only.

Number of teachers (8).

By the "number of different teachers employed" is meant the number of "different persons" employed in the schools as teachers within the year. This number, owing to changes, will frequently be greater than the number of schools or schoolrooms under the care of teachers.

Average wages of teachers (11).

Add together the monthly salaries of the several men employed as teachers and divide the sum by the whole number of such teachers. The quotient to the nearest integer will be their average monthly wages. In like manner the average monthly wages of women employed as teachers may be found.

Number of different pupils enrolled (13).

Observe that items 1, 2, and 3 in teacher's monthly or yearly report (Form No. 4) are given for the convenience of teachers in the two kinds of reenrollments. Begin with item 4, being careful to observe that the sum of 2 and 3 has been taken from 1 and that no pupil has been reported more than once in the school year. The sum of the different pupils enrolled as given in the yearly reports of the several teachers, if this report is for the year, or as given in the monthly reports of the several teachers, if this report is for the month, should be the total number of different pupils enrolled during the school year.

Number of pupils reenrolled (14).

This should include all pupils who have been enrolled in other school districts in the island previous to their enrollment in your district, including the same pupil but once within each school year.

Average monthly enrollment (15).

Add together the average monthly enrollments of boys of the several schools of the district, as taken from the teacher's yearly report (5, Form No. 4); the sum will be the average monthly enrollment of boys in the district. The average monthly enrollment of girls may be found in the same way.

Average daily attendance (16).

Add together the average daily attendance of boys of the several schools of the district, as obtained from the several teacher's reports for the year (6, Form No. 4); the sum will be the average daily attendance of boys of the districts for the year. The average daily attendance of girls may be obtained in a similar way. The average daily attendance of boys or girls for a month may be obtained in the same way from the teachers' monthly reports.

Per cent of attendance (19).

To obtain the per cent of daily attendance on the monthly enrollment, multiply the average daily attendance by 100 and divide the product by the average monthly enrollment. Give the quotient to nearest integer. Proceed in a similar manner in 17 and 18.

This report shall be made monthly and yearly, and when made monthly will be made to cover complete weeks, and each succeeding monthly report will begin with the week following the last week included in the preceding report. Three copies of this report will be made—one to be retained by the clerk, one to be forwarded to the provincial superintendent, and one to the commissioner of public schools. Those forwarded will be accompanied by the teacher's monthly or yearly reports. (Form 4.)

[Form 6.—For all districts.]

Finance report of board of education (prepared by the clerk of the board) of[1] ——— ———, district of ——— ———, province of ——— ———, Cuba, for the year ending August 31, 19——.

NOTE.—To be returned as soon after the 1st day of September as possible, and to include all orders drawn for the school year from September 1, 19——, to August 31, 19——, inclusive.

Expenditures.

1. Wages of teacher	$..........		
2. Wages of principals	....		
3. Wages of superintendent	....		
4. Total amount paid for instruction		$..........	
5. Rent of buildings and grounds		....	
6. Wages of janitors		....	
7. Enumeration of district		....	
8. Truant officers		....	
9. Amount paid for all other purposes		....	
Total expenditures			$..........

I certify the foregoing to be correct.

——— ———,
Clerk of the Board of Education.

——— ———, Cuba,
——— ———, 19——.

NOTE.—To be made in duplicate; one copy to be retained, one to be forwarded to the commissioner of public schools.

[Form 7.—For all districts.]

Disbursing officer's statement of the school funds of ——— ———, district of ——— ———, province of ——— ———, Cuba, for the year ending August 31, 19——.

NOTE.—To be returned as soon after the 1st day of October as possible, and to include the moneys actually received and disbursed during the school year for school purposes. All orders drawn during the year should be paid before the close of the year if possible; if not, place the total amount of such unpaid orders in the last item of the statement.

Receipts.

1. Balance on hand September 1, preceding year		$..........
2. Received from treasurer of the island	$..........	
3. Received from all other sources	....	
4. Total receipts	———	....
5. Total receipts, including balance		....

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[1] Insert "municipal" when a municipal district; "city" when a city district of the first or second class.

Expenditures.

1. Wages of teachers	$..........	
2. Rent of buildings and grounds	....	
3. Wages of janitors	....	
4. Enumeration of district	....	
5. Truant officers	....	
6. Amounts paid for all other purposes	....	
Total expenditures		$..........
7. Amount of outstanding orders unpaid	....	

I certify the foregoing to be correct.

—— ——,
Disbursing Officer.

—— ——, Cuba,
—— ——, 19——.

NOTE.—To be made in duplicate; one copy to be retained, one to be forwarded to the commissioner of public schools.

[Form 8.]

Names and addresses of the teachers employed in district —— (municipal or city) —— of —— ——, province of —— ——, Cuba, during the school year ending August 31, 19——.

Names of teachers.	Subdistrict or ward.	Post-office address.

NOTE.—To be prepared in triplicate by the clerk of the board of education immediately upon the close of the schools; one copy to be retained, two copies to be forwarded to the provincial superintendent, who shall file one in his office and forward the other to the commissioner of public schools. Give the post-office address of the teachers' residence, regardless of where they teach.

[Form 9.]

Names and addresses of the members and clerk of the board of education of district —— (municipal or city) —— of —— ——, province of —— ——, Cuba, for the year 19——.

Names.	Post-office address.
President..........	....
Clerk..........	....
Member..........	....

NOTE.—To be prepared in duplicate by the clerk of the board of education immediately after the organization of the board, both copies to be forwarded to the provincial superintendent, who shall file one in his office and forward the other to the commissioner of public schools.

[Form 10.]

Provincial superintendent's report of the names and post-office addresses of clerks of boards of education in the province of —— ——, Cuba, for 19——.

Name of district. (Give city districts first; then municipal district.)	Clerk.	Post-office address.

NOTE.—To be made in duplicate; one copy to be retained by the provincial superintendent, one to be sent to the commissioner of public schools.

[Form 11.—For board of education.]

NOTICE TO EMPLOYERS OF YOUTH.

—— ——, 19——.

To[1] —— ——, district[2] —— —— of —— ——, province of —— —— Cuba.

Your attention is respectfully called to paragraphs 88 to 96 inclusive, civil decree, No. ——, Headquarters Division of Cuba, to compel the elementary education of children. In compliance with the provisions of this order you are requested to return to me on this blank the names, ages, and residences of all minors under 14 years of age employed by you, and to state whether you have a certificate from the superintendent of instruction or the president of the board of education that authorizes you to employ such minors.

—— ——,
President of the Board of Education.[3]

Names of minors.	Age.	Residence.	Certificate; yes or no.

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[1] Here insert name of person, company, or corporation.
[2] Insert "municipal" if a municipal district; "city" if a city district of the first or second class.
[3] In city districts of the first class notice will be signed by superintendents of instruction.

[Form 12.—For truant officers.]

NOTICE TO PARENT OR GUARDIAN OF NONATTENDANCE.

—— ——, 19——.

To —— ——, district[1] —— —— of —— ——, province of —— ——, Cuba:

You are hereby notified that —— ——, a child between the ages of —— and —— years, —— under your —— authority, is not attending school, without lawful excuse and in violation of law.

You are requested to cause the said child to attend some recognized school within five days of the date of this notice.

You are warned that if the truancy of said —— —— is persisted in, the final consequence will be as is provided by law, the subject of which law is indorsed hereon.

—— ——,
Truant officer of district —— —— *of* —— ——, *province of* —— ——, *Cuba.*

To be made in duplicate, truant officer to retain one copy.

See paragraph 92.

92. *Proceedings in case of truancy.*—On the request of the clerk of the board of education, the truant officer shall examine into any case of truancy within his district, and warn the truant and his parents, guardian, or other person in charge, in writing, of the final consequences of truancy if persisted in. When any child between the ages of 8 and 14 years is not attending school, without lawful excuse, or in violation of the preceding paragraph, the truant officer shall notify that parent, guardian, or other person in charge of said child of the fact, and require such parent, guardian, or other person in charge to cause the child to attend some recognized school within five days of the day of notice; and it shall be the duty of the parent, guardian, or other person in charge of the child so to cause his attendance at some recognized school.

Penalties imposed on parents, guardians, etc.—Upon failure to do so, the truant officer shall report the case to the clerk of the board of education, who shall make complaint against the parent, guardian, or other person in charge of the child in any court of competent jurisdiction in the district in which the offense occurs, for such failure, and upon conviction, the parent, guardian, or other person in charge shall be fined not less than $5, nor more than $25, in the discretion of the court, the offense to be punishable as a falta; or the court may, in its discretion, require the person so convicted to give a bond in the penal sum of $100, with sureties, to the approval of the court, conditioned that he or she will cause the child under his or her charge to attend some recognized school within five days thereafter and to remain at such school during the term prescribed by law; and upon a failure or refusal of any such parent, guardian, or other person to pay said fine or furnish said bond, according to the order of the court, then said parent, guardian, or other person shall be imprisoned in the proper jail not less than five days nor more than ten days.

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[1] Insert "municipal" when a municipal district; "city" when a city district of the first or second class.

[Form 13.—For truant officers.]

NOTICE TO TRUANT OF NONATTENDANCE.

Province of ——— ———, Cuba.

To ——— ———, child, between the ages of ——— and ——— years, in subdistrict No. ——— ——— (or ward of) ——— ———, district[1] ——— ——— of ——— ———, province of ——— ———, Cuba:

You are hereby notified that, as you are not attending school, without lawful excuse and in violation of law, you are required to attend some recognized school within five days from the date of this notice, and you are warned that if your truancy is persisted in the final consequence will be as provided by law, the substance of which law is indorsed hereon.

——— ———,
Truant Officer of District[1] ——— ——— *of* ——— ———, *Province of* ——— ———, *Cuba.*

NOTE.—To be made in duplicate, truant officer to retain one copy.
See paragraph 92.

92. *Proceedings in case of truancy.*—On the request of the board of education the truant officer shall examine into any case of truancy within his district, and warn the truant and his parents, guardian, or other person in charge, in writing, of the final consequences of truancy if persisted in. When any child between the ages of 8 and 14 years is not attending school, without lawful excuse, or in violation of the preceding paragraph, the truant officer shall notify that parent, guardian, or other person in charge of said child of the fact, and require such parent, guardian, or other person in charge to cause the child to attend some recognized school within five days of the day of notice, and it shall be the duty of the parent, guardian, or other person in charge of the child so to cause his attendance at some recognized school.

Penalties imposed on parents, guardians, etc.—Upon failure to do so, the truant officer shall report the case to the clerk of the board of education, who shall make complaint against the parent, guardian, or other person in charge of the child in any court of competent jurisdiction in the district in which the offense occurs, for such failure, and upon conviction, the parent, guardian, or other person in charge shall be fined not less than $5, nor more than $25, in the discretion of the court the offense to be punishable as a falta; or the court may, in its discretion, require the person so convicted to give a bond in the penal sum of $100, with sureties, to the approval of the court, conditioned that he or she will cause the child under his or her charge to attend some recognized school within five days thereafter and to remain at such school during the term prescribed by law; and upon a failure or refusal of any such parent, guardian, or other person to pay said fine or furnish said bond, according to the order of the court, then said parent, guardian, or other person shall be imprisoned in the proper jail not less than five days nor more than ten days.

[Form 14.—For school directors.]

Tally sheet of the election held in subdistrict No. ———, municipal district of ——— ———, province of ——— ———, Cuba, on the ——— day of ——— ———, 19———, to elect a director for said subdistrict.

Names of candidates.	Tallies showing number of votes given for each candidate.	Total.
....	....	....
....	....	....

We certify that ——— ——— had ——— votes; that ——— ——— had ——— votes; that ——— ——— had ——— votes; that ——— ——— had ——— votes; that ——— ——— had ——— votes, and that ——— ——— had ——— votes for director of said subdistrict at the election above mentioned.

——— ———, *Chairman,*
——— ———, *Secretary,*
Judges.

See paragraph 33.

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[1] Insert "municipal" when a municipal district; "city" when a city district of the first or second class.

[Form 15.—For school directors.]

Poll book of the election held in subdistrict No. ———, municipal district of ——— ———, province of ————, Cuba, on the ——— day of ————, 19—. ——— ———, chairman, and ——— ———, clerk, judges of said election, were severally sworn, as the law directs, previous to their entering on the duties of their respective offices.

Number and names of electors.	Number and names of electors.
1....................................	12....................................
2....................................	13....................................
3....................................	14....................................
4....................................	15....................................
5....................................	16....................................
6....................................	17....................................
7....................................	18....................................
8....................................	19....................................
9....................................	20....................................
10....................................	21....................................
11....................................	22....................................

It is hereby certified that the number of electors who voted at this election is ——— ———.

——— ———, *Chairman*,
——— ———, *Secretary*,
Judges.

See paragraph 33.

[Form 16.]

Estimates of funds for public instruction for the month of ——— ——— for the district (municipal or city) of ——— ———, province of ——— ———, Cuba.

Number.	Name of instructor.	Grade of instructor.	Name of janitor.	Location of school.	Enrollment preceding month.	Average daily attendance preceding month.	Other schools in same building.	Other schools under same janitor.	Date to which last paid.	Salaries of instructors.		Salaries of janitors for the buildings.		Rent for buildings.		Material.		Total.	
										Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.
	Total																		
............truant officers............days, at $..........per day..........																			
............enumerators............days, at $..........per day..........																			
Clerk of the board of education																			
All other purposes																			
Grand total....................																			

Remarks ....

I certify on honor that the above estimate is correct and just to the best of my knowledge and belief and that no school building for which rent is paid is owned by the state or a member of the board of education.

——— ———,
President of Board.

——— ———,
Secretary of Board.

DIRECTIONS.

This form shall be made in triplicate, and on or before the 15th day of the month preceding the month for which it was made. One copy will be retained by the clerk of the board of education for file in his office. Two copies will be forwarded to the commissioner of public schools, who will forward one copy to the military governor, stating thereon his approval or disapproval by items, and will file the other copy in his office.

In the column headed "Enrollment preceding month" give the enrollment as reported by the teacher on Form 4 for the month preceding that in which the estimate was made.

In the column headed "Grade of instructor" insert "principal" or "teacher," as the case may be.

In the column headed "Average daily attendance preceding month" insert average daily attendance taken from the teachers' report for the month preceding that in which the estimate is made, taken from Form 4.

In the column headed "Other schools in the same building" designate such schools by the number given them in the first column of the blank form.

In the column headed "Other schools under the same janitor" designate such schools by the number given them in the first column of the blank. Give the salary of the same janitor but once; also the rent for the same building.

The column headed "Date when last paid" is intended for both teachers and janitors. If this date is not the same for each, insert both dates, that of the teachers first.

After "Remarks" give the kind of and necessity for the material needed and the necessity for the estimate for "All other purposes."

In case the blank does not afford sufficient space, a written report may be attached to each, setting forth in full a statement of the materials needed and such other matters as may be of importance. Two blanks may be used.

(See paragraph 45.)

[Model A.—For school directors.]

NOTICE OF SUBDISTRICT SCHOOL MEETING FOR THE ELECTION OF DIRECTORS.

Notice is hereby given to the qualified voters of subdistrict No. ———, municipal district of ——— ———, province of ——— ———, Cuba, that the next annual school meeting for the election of a school director in said subdistrict will be held at the schoolhouse or ——— ——— in said subdistrict on the ——— day of ———, 19———, beginning at ——— o'clock p. m. (a. m.).

——— ———,
Director.

NOTE.—The above notice to be posted at three or more conspicuous places at least six days prior to the election. (See paragraph 33.)

[Model B.—For school directors.]

Minutes of subdistrict school meeting, subdistrict No. ———, municipal district of ——— ——— province of ——— ———, Cuba, ——— ———, 19———.

At a meeting of the qualified voters of said subdistrict, held on the ——— day of ———, 19———, ——— ——— was appointed chairman and ——— ———, secretary.

Whereupon said voters proceeded to elect by ballot one director of said subdistrict for the term of three years (or one director for ——— years) to fill the unexpired term of ——— ———; and upon inspection of the several ballots deposited at said election it was found and publicly declared that ——— ——— was duly elected for the full term (——— ——— for the unexpired term).

——— ———, *Chairman.*
——— ———, *Secretary.*

NOTE.—The clauses in parentheses will be omitted when the director is to be elected for the full term of three years, and used when the director is to be elected to fill an unexpired term. The minutes of the school meeting will be delivered to the mayor of the municipality at the same time as the poll book and tally sheet.

[Model C.—For school directors.]

Certificate of election of school directors, ——— ———, 19———.

To the clerk of the municipal district of ——— ———, province of ——— ———, Cuba.

This is to certify that at a meeting of the qualified voters of subdistrict No. ———, municipal district of ——— ———, province of ——— ———, Cuba, held on the ——— day of ———, 19———, ——— ——— was elected school director for the term of three years (or for unexpired term of ——— years.)

——— ———, *Chairman.*
——— ———, *Secretary.*

NOTE.—The clause in parentheses should be omitted when the director is elected for the full term of three years. When he is elected for an unexpired term, the words "for the term of three years" shall be omitted. This certificate to be made in triplicate, one copy retained, one copy to be given to the newly elected director, one to be forwarded to the mayor of the municipality at the same time as the tally sheet and poll book.

[Model D.—For municipal boards of education.]

OATH OF SCHOOL DIRECTOR.

You, ——— ———, do solemnly swear (or affirm) that you will support the military government of the island of Cuba, and that you will faithfully and impartially discharge the duties of director in and for subdistrict No. ———, municipal district of ——— ———, province of ——— ———, Cuba, according to law and the best of your ability.

——— ———.

NOTE.—This oath may be administered by the clerk or any other member of the board of education, and should be taken by each director before entering upon the discharge of his duties. (See paragraph 59.)

[Model E.—For municipal boards of education.]

APPOINTMENT OF SCHOOL DIRECTOR TO FILL VACANCY.

This is to certify that ——— ——— has been appointed director of subdistrict No. ———, municipal district of ——— ———, province of ——— ———, Cuba, to fill the vacancy caused by ——— ——— of ——— ———, said appointment to extend until the next annual election, as provided for in paragraph 61.

——— ———, *President of Board.*
——— ———, *Clerk of the Board.*

[Model F.—For directors of subdistricts of municipal districts, of presidents of school boards in city districts of the second class, or superintendents of instruction in city districts of the first class.]

CERTIFICATE FOR TEACHER'S PAY.

To the clerk of the school board of ——— ———, district of ——— ———, province of ——— ———, Cuba (municipal or city).

This is to certify that ——— ———, under a contract duly made and entered into, taught a public school in subdistrict No. ——— (or ——— ward) of said district from the ——— day of ———, 19———, to the ——— day of ———, 19———, in all ——— months, at $——— per month, and that there is due him for said service the sum of $———.

(See paragraph 79.)

——— ———.

[Model G.]

DISMISSAL OF TEACHER.

Whereas it has been represented to us, and on due investigation we have found, according to our best judgment and belief, that ——— ———, who has been employed and is now engaged in teaching school in subdistrict No. ———, ——— ———,[1] district of ——— ———, province of ——— ———, Cuba, is negligent (or here insert any other sufficient cause) as such teacher.

Therefore ——— ——— is hereby dismissed as a teacher of said school.

Done at a legally convened meeting of said board this ——— day of ———, 19———.

(See paragraph 76.)

——— ———.
——— ———.

---

[1] Municipal or city.

[Model H.]

NOTICE OF SPECIAL MEETING OF BOARD OF EDUCATION.

Notice is hereby given that there will be a meeting of the board of education of ——— ——— [municipal or city], district of ——— ———, province of ——— ———, Cuba, on the ——— day of ———, at ——— o'clock, at ——— ———, to consider the question ——— ——— and other business which may be necessary to transact.

——— ———, *Clerk.*

——— ———, 19———.

NOTE.—The purpose for which the meeting is called should be stated in the notice. (See paragraph 34.)

[Model I.—For municipal board of education.]

NOTICE OF ELECTION IN A NEW SUBDISTRICT.

Whereas the board of education of the municipal district of ——— ———, province of ——— ———, Cuba, did at their last meeting on the ——— day of ———, 19——, abolish subdistrict No. ——— (or subdistricts Nos. ———) and form from the territory of said subdistrict (or subdistricts) and so much of subdistrict No. ——— as is bounded as follows: (Describe the boundary) a new subdistrict, to be known as subdistrict No. ———.

Therefore notice is hereby given to the qualified voters of said subdistrict thus organized and designated that a meeting for the election of a director will be held at ——— ——— on the ——— day of ———, from ——— o'clock to ——— o'clock, said election to be conducted as prescribed in paragraph 33.

——— ———, *Clerk.*

——— ———, 19——.
(See paragraph 36.)

[Model J.]

FINAL RECEIPT OF CLERKS OF BOARDS OF EDUCATION.

Received this ——— day of ———, 19——, of ——— ———, late clerk of the board of education of ——— ——— [municipal or city], district of ——— ———, province of ——— ———, Cuba, the account books, blank forms, etc., pertaining to his office, blank copies of the school laws, the certificates and reports of teachers required by law to be filed in his office, and the other official books and papers relating to schools in his hands.

——— ———,
Clerk of said Board.

(See paragraph 45.)

It was at first, of course, extremely difficult to organize and put in harmonious operation over 3,000 new schools with new teachers, and in a country where public instruction had hitherto been practically unknown. To those dealing with only one or a few schools the difficulties were not so apparent, but for those charged with the organization, maintenance, supplying, and payment of over 3,300 schools, together with the leasing of buildings, etc., the confusion and vastness of the work was not only apparent, but almost appalling. The teachers, janitors, and owners of houses were all required to submit their monthly statements as to salaries, rent, etc. The agents of the finance department of the government, charged with the payment of these salaries and expenses, found innumerable errors in the method of rendering accounts; mail facilities in many localities were extremely poor, and as a result an immense amount of confusion arose in the early months of the school year; in fact, it was not until the close of the summer vacation that the innumerable tangles had been thoroughly straightened out.

The new school law was written by Lieut. M. E. Hanna, one of my aids, who had had practical experience for four years as a teacher in the schools of Ohio prior to going to West Point. The new law and the putting of it into efficient operation are almost entirely his work, and this work, more than any other, has placed the schools of Cuba upon a sound foundation and established an efficient system of control and administration. The municipal and city authorities throughout the island have cooperated cheerfully and loyally and to the best of their ability, the interest in the public schools being more genuine and sincere than in any other branch of the government in the island of Cuba.

In March orders were issued to establish no more new schools until those already established were thoroughly organized and inspected in order that their condition and needs might be ascertained. The establishment of schools had been conducted with great rapidity by the people themselves. Of course this establishment meant but little more than the gathering of a certain number of children into houses and commencing oral instruction. Text-books, etc., were in many instances wanting. It was not deemed advisable to continue the establishment of schools until the exact situation was ascertained. This question alone was a serious one, and while it was desired to expend every available dollar for public education it was very important to keep within the limits of possibility. There was at this time some criticism of this order, but the criticism was in no instance well founded. The people of the United States can with difficulty appreciate the perplexities and difficulties which surrounded the situation, and to have gone forward without complete organization would have been to have conducted the whole affair in an irresponsible and reckless manner.

Data concerning the schools at this time was practically wanting, the only information being that so many schools had been organized and so many pupils entered, so many teachers engaged; but whether the pupils were attending school in accordance with the enrollment, whether the schools had any school furniture or the proper number of teachers, were matters of which we knew very little. Reports from the local school authorities were inaccurate, and, while rendered with the best of intentions, were not sufficient in data to give us the amount or quality of information desired. For the purpose of obtaining the full and complete data various military officers were detailed throughout the island to inspect the schools and submit the necessary data, and their reports were the first accurate ones received concerning the schools. Subsequently civil inspectors were appointed, one for each province, in addition to the provincial superintendent provided by the school law. Most of these special inspectors were men who had been in charge of the census work and were thoroughly familiar with the conditions existing in the island. They were all Cubans. They were assigned, one to each province, and the orders were to inspect each and every school therein, submitting these reports on the following printed forms:

[Form No. 16.]

INSPECTOR'S REPORT.

Results of inspection of a school building in the province of —— ——, municipility of —— ——, Cuba, made —— ——.

Name of school —— ——.
Location of school —— —— (barrio, city, or country).
Style of school building —— ——.
Total number of rooms in the building —— ——.
Number of rooms occupied by the school or schools —— ——.
Purpose for which other rooms are used —— ——.
Number of pupils building will accommodate —— ——.
Are the rooms suitable for school rooms? —— ——.
Are repairs needed? —— ——.
Are the rooms well ventilated and lighted? —— ——.
Is the location healthy? —— ——.
Extent and location of playground —— ——
What kind of water is used? —— ——.
How is it obtained? —— ——.
Monthly rent of building —— ——.
To whom does building belong? —— ——.
Does owner hold public office? —— ——.
For how long is the building rented? —— ——.
Is the rent excessive or not? —— ——.
Kind of water-closets used —— ——.

Furniture on hand and furniture needed.

	On hand.	Needed.
Manufactured school forms		
Homemade school forms		
Teachers' desks		
Chairs		
Bookcases		
Clocks		
Water buckets		
Square meters of blackboard		
School bells		
Other furniture		

School books on hand and needed.

	On hand.	Needed.
First Reader (Ginn & Co.)		
First Reader (Silver, Burdett & Co.)		
First Reader (American Book Co.)		
Second Reader (Ginn & Co.)		
Second Reader (Silver, Burdett & Co.)		
Second Reader (American Book Co.)		
Third Reader (American Book Co.)		
Los Primeros Pasos en Castellano (Silver, Burdett & Co.)		
Wentworth's Arithmetic		
Rodriguez's Arithmetic		
Manual del Maestro de Frye		
School registers		
Maps		
Slates		
Copy books		
Ink		
Writing paper		
Pads		

Condition of school furniture ——— ———.
Condition of schoolbooks ——— ———.
Where are schoolbooks kept? ——— ———.
Who is responsible for them? ——— ———.
Is the school supplied with crayons, pens, pencils, etc.?
I certify the above to be a correct report, made on the best information to be obtained.

——— ———.

This system has been carried out in the new school law. These inspectors, together with the provincial superintendents, were brought to Habana and the law fully explained to them. In addition to this the inspectors were sent through each province with orders to explain to each municipal board of education any and all details of the school law concerning which they were in doubt.

The work of organization and instruction has been an enormous one, but the results have fully justified both the trouble and expense.

It was originally planned to examine the teachers in the winter vacation of the present school year, but on mature consideration this examination has been postponed until the coming summer vacation, and it will be held in the months of June and July, 1901. The reason for delay has been to give the teachers ample time to prepare themselves and avoid the very considerable interruption of school work which would be occasioned by the midyear examinations, as all the teachers have to undergo an examination. Examinations will be held in February of the present year for all those who desire to become teachers but who are not at present engaged in teaching. There has been a determination on the part of many teachers to obtain recognition of certificates granted under Spanish rule. These appeals, however, have been uniformly opposed by the military government on the ground that it is absolutely necessary to start anew in this matter. The remarks of the secretary of public instruction quoted in the first part of this article justified this decision. Moreover, the examinations are to be so simple that no one possessed of a common-school education need fear them.

The amount of school furniture and books is exhausted, and a large amount of additional material will soon have to be purchased.

In conclusion it may be stated that the public schools, while far from what we hope to make them, are in efficient operation. The teachers are trustworthy and faithful and are making up in devotion what they lack in technical instruction in methods of teaching, etc. The people are profoundly interested in their schools, and the government of the island is equally interested and is making every possible effort to improve and enlarge the school system and extend its privileges to the greatest possible number of children.

There has been considerable criticism and comment over the fact that American teachers have not been introduced into Cuba. Such action would, on a large scale, have been a mistake, as our American teachers do not speak Spanish and they are unfamiliar with the habits of the country; and, moreover, it would have been regarded as an attempt to impose the English language upon the people, and would probably have resulted in a great deal of suspicion and bad feeling.

The amount of money expended for public instruction now amounts to about $300,000 per month. This combined with the very heavy outlay for materials will bring the expense of the public schools to over $4,000,000 the present school year, an amount which is certainly liberal when it is considered that the total revenue of the island is only $18,000,000 and that the government has to aid the municipalities, pay for police, administration of justice, charities and hospitals, etc., in addition to public works, light-houses, rural guard, quarantine, and many other minor expenses.

Night schools.—Night schools have been established for the people in many municipalities; in some instances they are supported by the government, in others by the people themselves. It is believed that this class of schools will increase, especially in the larger cities.

School of arts and trades.—This is a well-organized and thoroughly efficient school located in Habana. It has an excellent curriculum and an able corps of instructors. The government is just commencing the construction of an additional building for this school, at a cost of $80,000.

Schools teaching certain useful trades are also established in the larger charitable institutions.

Institutos.—Institutes of secondary instruction, as they are called, are schools which correspond in a way to the high schools in the United States, but are not equal to the higher grades of these. There is an instituto in each provincial capital. They are the preparatory schools for the university. The professors, like the professors in the university, are appointed by the government, and all the expenses of the schools are paid from the same source. These institutos, with the exception possibly of that in Habana, were found to be thoroughly demoralized and without proper supplies or materials. Many of their professors had obtained their appointments by questionable means. They have been thoroughly reorganized during the present year and professors and instructors appointed as the result of competitive examinations. There was much bitter opposition to this plan, but it has been carried through, and the schools are now supplied with a corps of instructors of known efficiency. They have also, in many cases, received large allotments for material and apparatus, repair of buildings, etc. These schools grant the degree of bachelor, which qualifies for admission to the university, but it in no way compares with the degree of bachelor as given by our colleges and universities. Attendance in these schools has greatly increased in the past year.

The course of study in these schools was fixed by order No. 267.

Attention is invited to the report of the secretary of public instruction and to that of Lieutenant Hanna, acting commissioner of public schools.

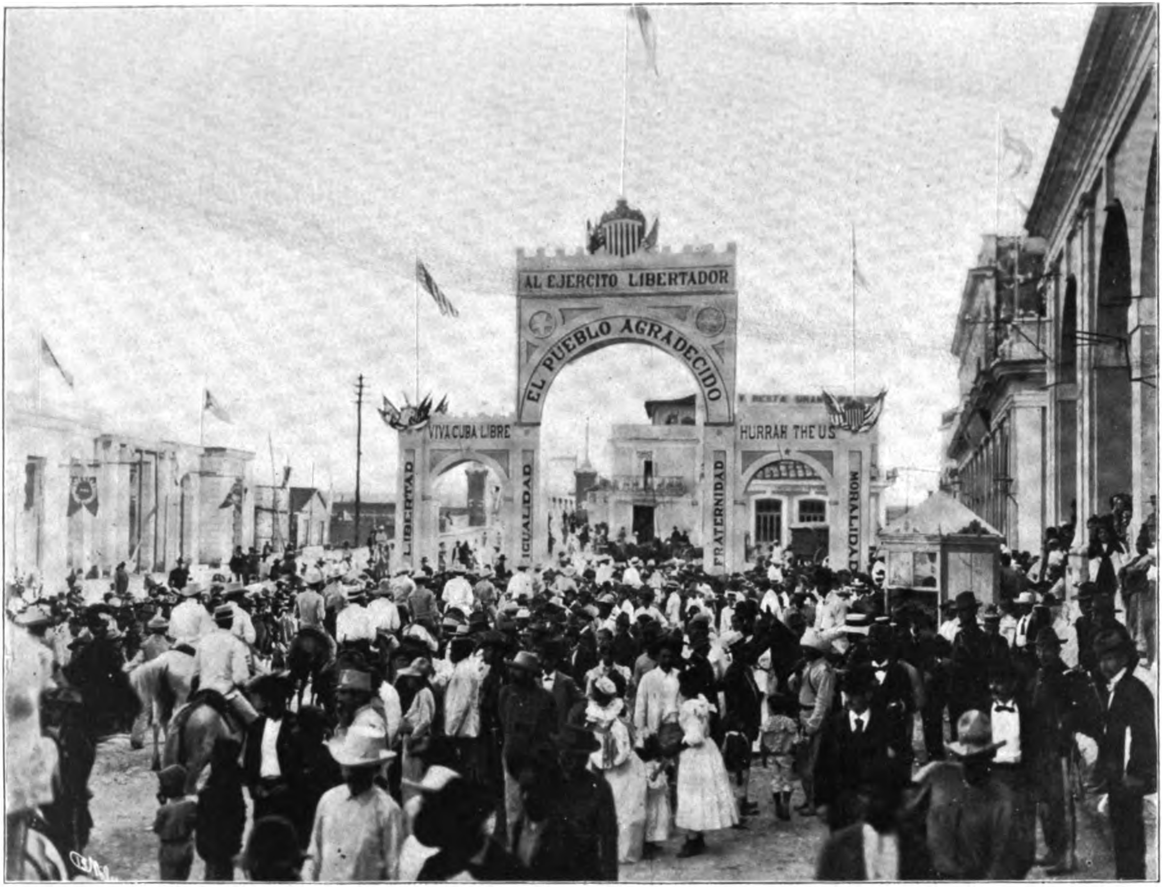
DEPARTMENT OF PUBLIC WORKS.

The department of public works has been under the charge of Señor José R. Villalón, who was appointed January 1, 1900.

This department is nominally in control of the conduct of all public works pertaining to the State—improvement of harbors and rivers, public highways, supervision and regulation of railroads, examination of railroad structures, their safety and suitability, construction, etc.

As a department its activity in Cuba had been very much curtailed during the past twenty years. The conditions following the ten years' war and the entire disorganization of the public service existing during the recent war for independence all contributed to the general results which depleted the island treasury and curtailed all expenditures for public works. There is, in fact, little evidence in the island of public works of an extensive character constructed within the last thirty or forty years, except in the immediate vicinity of Habana, where some excellent roads have been built. Nearly all the State buildings and works of any magnitude pertain to a period antedating the ten years' war.

The work of this department is among the most important, and its responsibilities and duties will greatly increase with the development of the island and be limited only by the amount of funds available for the construction of public works. The field is a vast one and includes every variety of general engineering work. Many of the harbors need improving, and although as a rule excellent, yet in almost every one there is some little bank or reef or obstruction which should be removed, and in some of the harbors on which are situated important towns, like Cardenas, Cienfuegos, Matanzas, and Caibarien, extensive dredging and pier construction are required in order to render the handling of freight and merchandise less expensive. At all these ports all merchandise has to be lightered when sent to or taken from ships of deep draft; at Caibarien, 17 to 18 miles. At Cardenas the same is true, and to a much less degree at Matanzas, while at Cienfuegos the lighterage is one-third of a mile. This lighterage is in many instances very expensive and places a heavy additional burden upon the exporter and importer. In some of these harbors it will be impossible for many years to make any very pronounced improvements, as the outlay required will be very great, the only remedy being either construction of railroads to deep-water ports or use of large steam lighters of light draft. It is probable that with the development of the railroad systems certain harbors with good depths of water will be selected as the principal ports of export and import of the island,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VIVA CUBA LIBRE
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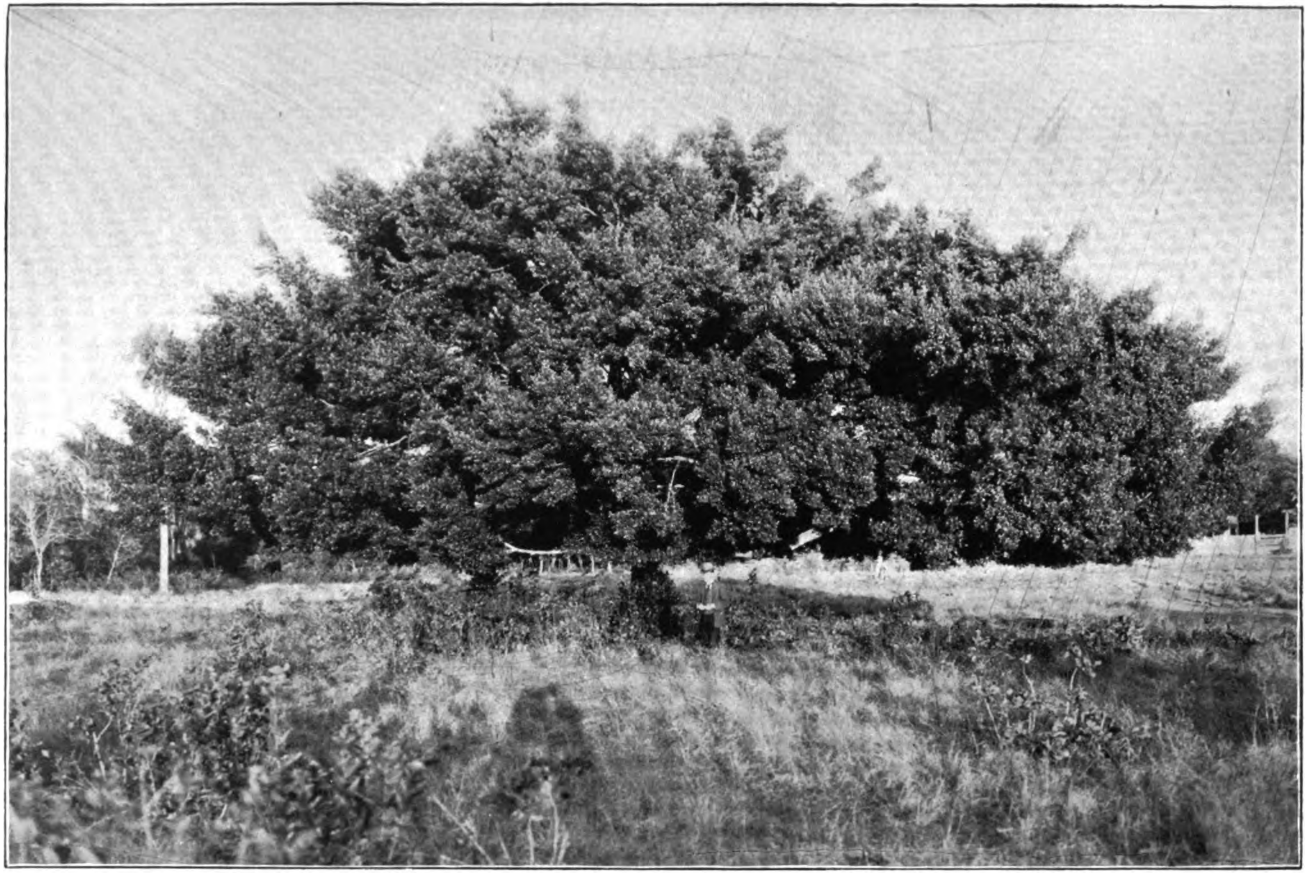
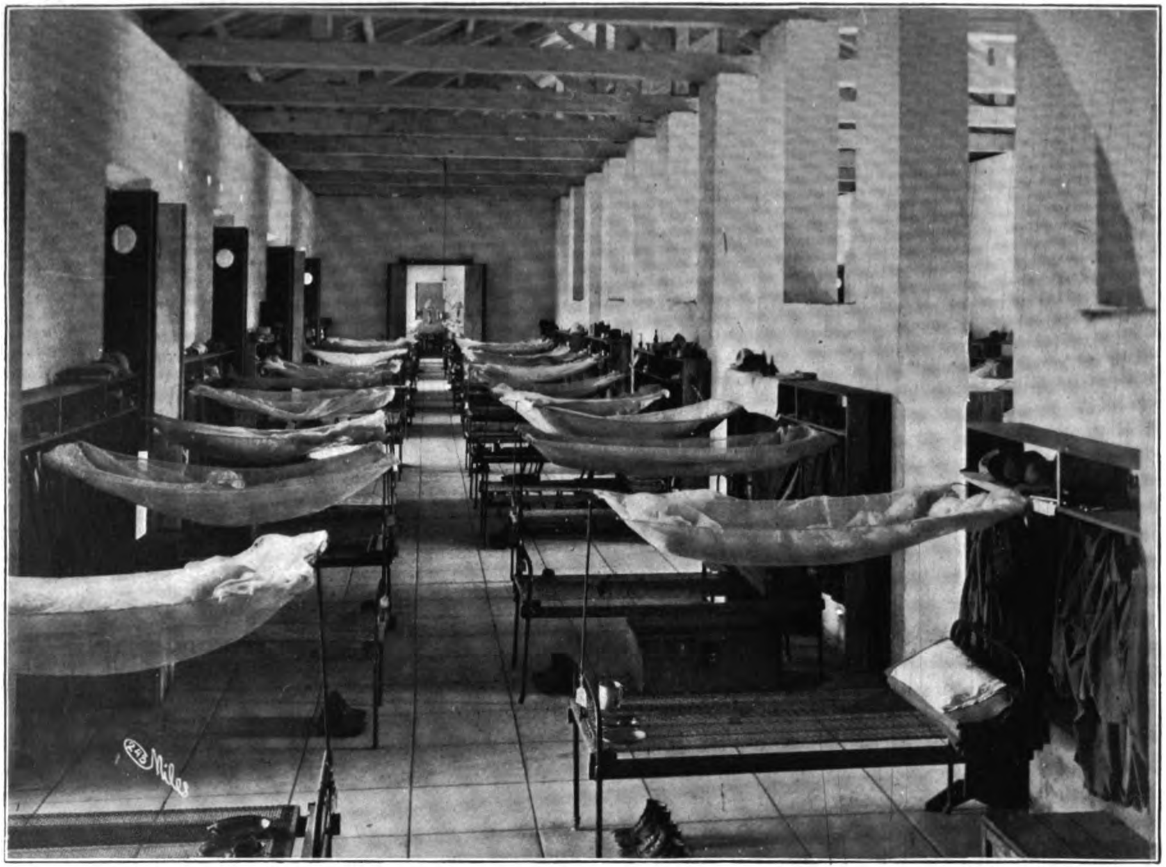
MORALIDAD

PARADE OF CUBAN ARMY ON MAGDALENA STREET, MATANZAS.



LAUREL TREE, 110 FEET ACROSS, SANTA FE, ISLE OF PINES.



SLEEPING QUARTERS AT SANTA CRISTINA BARRACKS, MATANZAS.

A project is now being advertised for reducing the bar at the entrance of Cardenas Harbor. This work will cost about $400,000 and will be done by contract. Plans and specifications for this work have been prepared in the department of public works under the direction of Señor Villalón. The results obtained will be to deepen the channel to such an extent as to furnish sufficient water for large ships to pass the bar and load in smooth water. In connection with the dredging it is the purpose of the chamber of commerce of the city to build a railroad some 15 miles long from Cardenas to the shipping point, just within the bar. The effect of this will undoubtedly be to gradually transfer the shipping and warehouse interests of Cardenas from the present city limits to the point above referred to.

Plans for a large government wharf at Matanzas are being prepared for advertising, which will cost, with the necessary dredging, something over $300,000. This wharf is to be constructed of native hard timber, which lasts in salt water from twenty-five to forty years. Plans and specifications have been prepared by the engineer department after careful preliminary surveys by Lieut. W. J. Barden of the Corps of Engineers.

A large amount of dredging has been done in the harbor of Habana, and quite extensive improvements made in the water front. One of the most important obstructions in the harbor of Habana at the present time is the wreck of the battle ship *Maine*, which is in the center of the general anchorage and renders unavailable a large portion of the harbor. Proposals for removing the wreck have been once advertised for, but no satisfactory bids were received. They are at present being advertised the second time, and it is hoped that satisfactory proposals will be received.

Surveys have been made of the harbor of Cienfuegos by Capt. David du B. Gaillard, Corps of Engineers, and plans are being prepared for the construction of a government wharf at that point. The surveys and borings show that the bottom contains a good deal of soft limestone rock, the removal of which will be somewhat expensive, but not difficult. The construction of this wharf and the wharf at Matanzas means a saving of so much per bag on every bag of sugar exported, and on every pound of merchandise coming into the port. There is a saving not only in lighterage fees, which are extremely heavy, but a great saving in wear and tear and breakage from this extra handling at sea.

In the harbor at Santiago a new wharf has been built and a considerable amount of dredging done along the water front.

At Guantanamo the government wharf has been entirely rebuilt of native hard wood, and the government wharf at Baracoa is now undergoing reconstruction. At Gibara plans have been prepared for a new government wharf, which is much needed. In short, the amount of work in the harbors is only limited by the amount of available money.

What has been said about the harbors is equally true concerning public roads, for with the exception of a number of public highways in the province of Habana, some few in Matanzas and Pinar del Río, and a few very indifferent ones in Santa Clara, the island of Cuba may be said to be without public roads or means of inland communication other than the roughest types of country roads, difficult to pass in the dry season and absolutely impassable in the rainy season except for pack animals. What is said of Santa Clara is equally true of Puerto

Principe and the province of Santiago, although in the latter province much systematic work has been done around and about the city of Santiago, where many miles of first-class roads have been constructed and country roads opened up and made passable for freight carts and wagons in dry weather. Numerous bridges have been built, in order that the country may be passable even in the wet season for pack animals and horsemen.

One of the greatest difficulties in road building in some of the provinces of Cuba, especially the western, is the quality of stone, which is extremely poor for road making, being a soft limestone which disintegrates rather easily under the influence of moisture and wear. In the provinces of Puerto Principe and Santiago excellent stone is found, stone which will compare favorably for the purpose of road making with any found in our own country. The problem of road construction in Cuba is a very serious and difficult one. Torrential rains not infrequently resulting in a fall of from 6 to 10 inches of water in a single night are common all through the rainy season, and regions which in the dry season appear to be well drained may in one of these heavy downpours become covered with a rapidly moving body of water which sweeps away anything and everything in the way of road construction unless it be of the most substantial and durable character. For the same reason it is necessary to build a great many large culverts and bridges in order to permit the free escape of water. The result of all these conditions is that good country roads cost from $9,000 to $15,000 per mile, according to the distance that stone has to be hauled, and in the mountains the cost frequently runs up to $30,000 or $40,000 per mile. The roadbed has to be slightly excavated and rolled, then packed with heavy stone. In fact, all high-class roads built in Cuba are combinations of macadam and Telford pavement. The foundations of bridges have to be carried down to the rock and carefully secured. An immense amount of rolling is also required to pack the road so thoroughly that the heavy rainfall does not destroy it. Cuban roads not only have to struggle with the rains, but with another enemy, and one almost as difficult to deal with as the water, namely, the Cuban ox cart and mule cart, especially the former. These carts are immensely heavy affairs with enormous wheels, drawn by from 1 to 4 pairs of oxen, and with their loads frequently weighing 6 tons, the average being probably from 4 to 6 tons. When it is realized that all this weight is upon two wheels, with rather narrow tires, and that the wheels have a great deal of play, the effect on the roads, especially in the rainy season, is easily appreciated. Carts of this description will tear up and destroy any kind of road except one of the most solid construction. What is said about the ox cart is equally true of the heavy mule cart, built for freight and plying between the seacoast cities on the western end of the island and the interior. These carts carry enormous loads, frequently over 4 tons, have comparatively narrow tires, and are drawn by from 4 to 8 mules.

In order to protect public roads Order 356 was issued.

There is also a great amount of bridge construction required. In short, the department of public works has before it an immense amount of work. It would be a conservative estimate to state that Cuba to-day requires at least 1,500 miles of first-class turnpike roads. This is without reference to the short roads running from the main roads to farms and small hamlets. It can be also conservatively stated that the cost of these roads will be at least $10,000 a mile, amounting to $15,000,000. This estimate as to the amount of roads required is extremely conservative and the price is probably lower than the roads could be constructed for.

The construction of these roads means the development of Cuba, which through a great portion of its area is only developed along the coasts and near the sea. The work of the ports requires millions more. The problem confronting the people of Cuba to-day pertains not only to this new work but to the repairing and renovation of works of former times which have been entirely neglected for many years. With the development of the means of communication, the possibilities of Cuba will commence to be realized. If with the imperfect and partial development which has hitherto taken place the island of Cuba has shown herself to be the richest of the West Indies in natural resources, it is difficult to appreciate the possibilities when the central section is thoroughly opened up and the island is developed to its fullest capacity.

In addition to the particular works above referred to, there are many public works, such as the construction of State buildings, which will properly come under the charge of the department of public works. This department (public works) in Cuba presents an excellent field for young engineers. Public work up to the present time has been performed not only by the department of public works, but also to a large extent by military officers of the Army acting as engineer officers. This has been necessary because it was difficult to organize completely the department of public works without considerable delay on the basis of employing only native engineers and native talent, inasmuch as the lack of interest and the disorganization existing in the department of public works of the island of Cuba during recent years was such that nearly all Cuban engineers of ability had sought and found employment in other countries, and the amount of personnel at hand thoroughly familiar with engineering details and the method of conducting public work, rendering accounts, etc., was limited. The amount of work, however, performed by military engineers is steadily diminishing and the amount turned over to the department of public works proportionately increasing.

Public and municipal works in and about the city of Habana have been in charge of officers of the Engineer Corps, Col. W. M. Black and Lieut. W. J. Barden. The duties of these officers have included almost every branch of engineering and construction work, and they are entitled to much credit for the ability with which their department has been conducted. Especial attention is invited to their reports. There has been much unjust criticism concerning their work, criticism based upon ignorance of the subject and lack of familiarity with the details and the amount and value of the work performed.

Habana at the commencement of American occupation, so far as her state buildings and streets went, was in a wretched condition. Her harbor was filthy. The work of the department of engineers has covered almost every field of engineering work, from dredging the harbor, cleaning up the water front, building wharves and sea walls, to the repairing and construction of court-houses, police stations, hospitals, asylums—in fact, it has embraced the entire category of works necessary for the cleaning up and partial renovating of a city of 250,000 people, which at the time of the commencement of the work was one of the dirtiest and most insanitary cities in the world. The result of this work has been a radical change in the general appearance of Habana, and in connection with the efficient and unremitting labor of the sanitary department has resulted, as shown by a comparison of the vital statistics of 1900 with those of former years, in the saving of thousands of lives. For data concerning this, attention is invited to the report of the chief sanitary officer, Maj. W. C. Gorgas.

In other cities of the island equally valuable work has been done and equally good results obtained. The work done under the supervision of Gen. James H. Wilson, of the Department of Matanzas and Santa Clara, was excellent and as extensive as the means allotted him would permit. The streets in the city of Matanzas were largely relaid with good, substantial macadam pavement. The insanitary section of the city bordering upon the San Juan River has been reclaimed by the construction of a sea wall along the above-mentioned river and the filling in of the low, damp section adjoining thereto. This work was executed at first under the supervision of Lieut. W. J. Barden, C. E., and later of Lieut. J. S. Winn, Second Cavalry. In Cienfuegos, the principal city of Santa Clara Province, extensive street paving (macadam) has been done, as at Cardenas and Colon, and some at Santa Clara. The work at Cienfuegos and Cardenas was done principally under the supervision of Maj. R. W. Hoyt, Tenth Infantry. In all these cities there have also been improvements to and renovations of the public buildings, such as jails, hospitals, etc. The same may be said of the work done in the city of Puerto Principe, commenced during the administration of Gen. L. P. Carpenter. This work has resulted in the city of Puerto Principe being repaved to a large extent, thoroughly cleaned, and its mortality greatly reduced. The work commenced by General Carpenter has been vigorously pushed forward under his successors, Col. Wirt Davis and Major Hatfield, and to-day Puerto Principe is in excellent condition. The engineering work in Puerto Principe has been under the direct charge of Capt. C. J. Symmonds, who has discharged all the duties devolving on him with zeal and ability. Captain Symmonds's work has also included the conversion of one of the large barrack buildings into a modern hospital, well equipped and supplied; also improvements on various public buildings of the city, construction of an artesian well, etc. At Nuevitas, the seaport of Puerto Principe, good and efficient work has been done by Capt. S. V. Ham, quartermaster, United States Volunteers. His work has been principally paving and the sanitary renovation of the town, which has resulted in an entire change in the character of the water front.

In Santiago very extensive public improvements have been made. A large portion of the streets of the city has been asphalted; some have been paved with brick, and miles of first-class macadam put in. A modern sewer system is now being completed.

The water supply of the city has been doubled, an excellent sanitary department established and maintained under the superintendence of Maj. G. M. Barbour, and from about the poorest and, I think it could be safely said, the dirtiest city in the island, Santiago is now the best paved, best drained, and one of the healthiest. The work in this city has been pushed forward as rapidly as possible. There is yet remaining, however, the completion of the water system and the development of an additional supply. This will be accomplished in the next few months. Public buildings in this city have been largely repaired, and in some instances almost reconstructed. A new wharf has been built, and excellent roads, leading into the neighboring country, are being constructed.

The work in Santiago, province and city, has been almost entirely under the supervision of military officers. The engineering work of the city has been and is entirely under the direction of military officers. It was at first under charge of Lieut. R. L. Hamilton, Fifth United States Infantry, and more recently under that of Lieut. S. D. Rockenbach, Tenth Cavalry. The work of both these officers has been of the highest character. They have received the efficient support and aid of Col. S. M. Whitside of the Department of Santiago. The work in Santiago was commenced in the fall of 1898 and should be practically completed the coming summer. The roads leading into the country were constructed under the charge of Lieut. M. E. Hanna, engineering officer, up to March, 1900. This latter work is among the best in the island.

In Guantanamo an aqueduct 9½ miles long, capable of supplying 45,000 people, has been constructed; the final work of putting in the water pipes in the city streets and building the standpipes for local supply is being completed. The water is taken from a point well above any possible source of contamination, and is of excellent quality. It is safe to say that the construction of this aqueduct will very greatly improve the sanitary conditions existing in Guantanamo and tend to the building up and growth of the town. All through this province very important public works have been completed under the supervision of military officers; in short, nearly all the public works in the province of Santiago have been under the charge of military engineers, and there is not a town of any size or consequence which has not received material improvements and benefits. These improvements cover all types of constructive work, from road making and well digging to the renovation of old barrack buildings for school and hospital purposes, and their effect has been to revive public interest in municipal improvements and welfare.

Lieut. M. S. Jarvis, Fifth Infantry, was in charge of work at San Luis and Palma Soriano; Lieut. L. D. Cabell, Fifth Infantry, Lieut. Letcher Hardeman, Tenth Cavalry, and Lieut. R. G. Paxton, Tenth Cavalry, have all rendered excellent service. The area covered by the work of Lieutenants Hardeman and Paxton has been extensive and the country rough and difficult, and much ingenuity and good sense required to bring it to a successful termination.

In the provinces of Habana and Pinar del Rio, formerly under the command of Gen. Fitzhugh Lee, a considerable amount of road construction has been done and good sanitary work, especially in the towns of Marianao, Pinar del Rio, and Guanajay. In these departments the roads were, generally speaking, in better condition and the demand for public improvements not as urgent as elsewhere. Lieut. H. F. Jackson, Second Artillery, acting engineer officer of the department here, performed the duties devolving on him with ability.

In addition to the public works constructed under the supervision of military officers, there has been an immense amount of work done in the construction and repairing of civil hospitals, converting old barrack buildings into schools, court-houses, etc. This work, however, is covered more in detail by the reports of the officers who have charge of the work. Capt. H. B. Chamberlin, United States Volunteers, has rendered especially good service in the work in the towns of Colon and Santa Clara.

The department of public works has been more especially active in the provinces of Pinar del Rio, Habana, Matanzas, Santa Clara, and Puerto Principe, principally in road construction and surveying, etc., for harbor improvements.

The regulations for the government of public works were published in Orders Nos. 220, May 28, and 249, June 26, 1900.

REGULATIONS FOR THE GOVERNMENT OF THE DEPARTMENT OF PUBLIC WORKS.

PARAGRAPH 1. The department of public works shall consist of a secretary, a director-general, and such number of district engineers and of other employees as the nature and extent of the works in hand may require and as may be authorized from time to time by higher authority.

PAR. 2. The secretary of public works shall have his headquarters at the seat of government and shall be charged, under the direction of the governor of the island, with the control of the department of public works and with the regulation of the duties of all persons who may be employed by the department. By virtue of this authority he directs the affairs of the department and gives such orders to all individuals connected therewith as the necessities of the service demand.

PAR. 3. He shall supervise all disbursements made by officials of the department, and his approval of their accounts, so far as relates to the necessity or expediency of the expenditure and the prices paid, and his certificate that the mode of expenditure adopted, under the laws and regulations from higher authority, was the most economical and advantageous to the government shall be final. If the disbursing official certifies that the mode of expenditure adopted was the most economical and advantageous to the government, the certificate of the secretary of public works to that effect may be omitted and will be covered by the approval of the secretary of public works indorsed on the account current.

PAR. 4. Public funds for the use of the department of public works shall be obtained from the treasurer of the island on requisitions from the secretary of public works approved by the governor. Such requisitions shall state the amount desired, the appropriation from which it comes, the depository or depositories in which the money shall be placed, and the name of each official to whose credit it is to be deposited.

PAR. 5. The secretary of public works will see that the funds in the hands of a disbursing officer are limited to his requirements for a brief period and that as much as practicable of public moneys placed to his credit is kept with the treasurer of the island or with a designated depository of public funds.

PAR. 6. The secretary of public works will cause each account current, with its accompanying papers, to be examined and transmitted to the auditor for the island, with his decision indorsed thereon, within ten days from the date on which such account was received at his office. He will bring to the notice of the governor of the island all matters of account that require or merit it. When a suspension or disallowance is made, the secretary will notify the official held responsible, that he may have an opportunity to submit explanations or take an appeal to the governor.

PAR. 7. As soon as possible after the receipt of a property return by the secretary of public works it will be examined in his office, and the official making the return will be notified of all errors and irregularities found therein and granted three months to correct them. Suspensions or disallowances will not be made on account of slight informalities which do not affect the validity of a voucher, but the official's attention may be called to them. Whenever the errors have been corrected or compensation has been made for deficient articles the return will be regarded as settled, and the official who rendered it will be notified accordingly.

PAR. 8. If the necessary corrections in the return be not made within the prescribed time, the facts will be reported to the governor. When it has been determined that the money value of the property for which an officer has failed to account shall be refunded to the government, the facts will be certified to the auditor for the island by the secretary of public works.

PAR. 9. The secretary of public works shall present to the governor of the island, on or before the 1st day of September in each year, a report of the operations of the department for the year ending on the 30th day of June preceding, with such suggestions relative to its affairs as he may deem expedient, accompanied by an estimate of funds required for the service of the department for the ensuing year.

PAR. 10. The secretary of public works shall, from time to time, personally inspect the public works under the charge of his department, under the authority of the governor of the island.

PAR. 11. The secretary of public works shall determine the extent of office room and furniture therefor required for employees of his department when the expenditure is to be made from appropriation controlled by the department.

PAR. 12. The director-general of public works shall be the principal assistant of the secretary of public works. He shall act as secretary of public works in the event of death or disability of the secretary or of his absence from the seat of government, provided, however, that in the event of the disability of the secretary or his absence from the seat of government written authority must be given by the governor of the island to enable the director-general to act as secretary. The director-general of public works shall be ex officio chief inspector of railways and shall perform such other duties as may be assigned him from time to time by the secretary.

PAR. 13. There shall be attached to the headquarters of the secretary of public works, as many officials as the service of his department may require, and through whom the secretary may issue orders and instructions.

PAR. 14. There shall be such a number of district engineers as the service of the department may demand and as authorized by the governor of the island. Each district engineer shall have his office in a convenient locality within the limits of the district assigned to him. District engineers shall be charged with the preparation and execution of projects for work in their respective districts. They will be held responsible for all public property pertaining to the department and in their charge and for the proper expenditure of all public funds for works in their charge as regards the objects of the expenditure, the prices paid, and the method of expenditure adopted under the regulations from higher authority, and will render such accounts and returns as may be required. Each district engineer will file with the treasurer of the island a suitable bond, in an amount to be fixed by the governor of the island, on the recommendation of the secretary of public works and of the secretary of finance.

PAR. 15. There will be attached to the office of the secretary of public works and to the office of each district engineer one chief clerk, who, in addition to the other duties assigned to him by his superiors, shall be the disbursing officer for that office. He shall be held responsible for the care of all public funds committed to his charge and for their disbursement, under the orders of his immediate superior, in accordance with the adopted rules and regulations, in so far as regards the amounts paid and the identity of the payee. He shall file a suitable bond with the treasurer of the island, in an amount to be fixed by the governor of the island, on the recommendation of the secretary of public works and the secretary of finance.

PAR. 16. All projects for commencing new works must be submitted to the governor of the island, through the secretary of public works, for consideration.

PAR. 17. When plans of any kind for public work under the department of public works have been approved by the governor of the island or by the secretary of public works, they must not be departed from in any particular without the express permission of the approving official.

PAR. 18. Public works in charge of the department of public works shall be inspected at least once a year and, when completed, by such officials of the department as the secretary of public works, with the approval of the governor, shall designate.

PAR. 19. In any work carried on under the direction of the secretary of public works his authority must be obtained for the erection of temporary wharves and buildings required in the progress of the work; for the purchase of surveying instruments, professional books, maps and charts; of medicines; of means of transportation of surveying parties; for the rent of office room and purchase of furniture for same, and for the purchase or hire of any vessel or boat; and the application for the authority must state the probable cost to be entailed. Extensive repairs upon any wharf, building, vessel, or boat must first be authorized by the secretary of public works. His authority must also be obtained for the employment and rate of compensation of assistant engineers, scientists, physicians, inspectors, draftsmen, clerks, copyists, overseers, steamboat captains, mates, and pilots. When, from the emergency of the work, antecedent authority has not been obtained, approval after the fact may be given by the secretary of public works at his discretion. In such cases the official making the purchase or procuring the service, in reporting the same to the secretary of public works, shall certify that the emergency of the work was such that the antecedent authority of the secretary of public works could not be obtained.

PAR. 20. The repairs of instruments may be made under the direction of the district engineer responsible for them, when the exigencies of the service in his opinion, require it and the cost thereof charged to the work on which they are in use.

PAR. 21. Journeys to be performed by officials of the department on duty connected with public works may be ordered by the secretary of public works, or approved by him when the emergency requiring the journey does not permit of obtaining an order previous to making the journey. In the latter case the official should certify upon the traveling voucher "that urgent public duty required the journey to be performed without previous orders," and the voucher must be accompanied by the approval of the journey by the secretary of public works or of the district engineer responsible, if performed by a subordinate of a district engineer.

District engineers are authorized to order journeys made by their subordinates within their respective districts.

PAR. 22. Officials of the department of public works, traveling under orders on duty connected with the public works, will be paid travel expenses from the appropriations for the work for which the journey is required.

PAR. 23. The following books and files for each work will be required to be kept by the official in charge:

1. A cash book, with daily record of receipts and expenditures.
2. An appropriation or allotment book.
3. A roll file, showing the name, occupation, time employed, and amount paid to each hired person each month.
4. A file containing a journal of operations, showing a daily record of the occupation of the persons employed on the work, the application of their labor, and miscellaneous facts connected with the work; with contract work a record of the quantity of work done by the contractor daily, if possible, or at such times as the work can be measured, stating daily the number and occupation of men employed and number and kind of machines used by contractor.
5. A file of letters sent.
6. A file of letters received.
7. A file of orders received.
8. A press copy book of all vouchers paid.
9. A property file.
10. An index will be kept with each book and file.

PAR. 24. The following reports and returns for works of the department shall be sent to the secretary of public works by the engineer in charge, within ten days after the expiration of the month or quarter to which they relate, viz:

Monthly report of operations.
Monthly return of employees.
Monthly account current.
Monthly abstract of disbursements (in duplicate with proper vouchers).
Monthly abstract of funds received.
Monthly abstract of funds transferred.
Monthly abstract of property purchased.

The following returns will be rendered on the first day of the month following that to which they relate:

Monthly money statement.
Monthly personal report.

The following return shall be rendered within twenty days after the quarter to which it relates:

Quarterly return of public property.

Property returns must be rendered for the quarter ending June 30 and December 31 of each year. After a complete return has been furnished, if there have been but few changes during a subsequent quarter, it will be sufficient to state these changes for the quarter ending March 31 and September 30.

PAR. 25. A report shall also be sent in time to reach the secretary by the 1st of August of each year of the operations on each work or survey during the fiscal year ending June 30 preceding, with the necessary drawings, and showing the condition of the work, the extent and cost of the principal operations (as brickwork, stonework, earthwork, surveys), accompanied by a summary statement of expenditures during the year, with a detailed estimate of the funds required for the next year and an estimate of the amount required to complete the work.

The report should conclude with a recapitulation, giving a brief of its more important facts and interesting particulars; this should be of such a form that it may be embodied in the annual report of the secretary of public works.

PAR. 26. An official of the department or agent who is in charge of any work of construction or survey, or any operation involving the expenditure of money, shall supervise the disbursement of the money for the same, and, when informed of the fund applicable thereto, will furnish the secretary of public works a project for the manner in which it is proposed to apply it, with an estimate of the probable monthly expenditures.

MONEY ACCOUNTABILITY.

PUBLIC MONEYS.

PAR. 27. The use of moneys for purposes other than those for which appropriated, liquidation of liabilities of one fiscal year by use of moneys appropriated for another, and expenditures in a fiscal year of any sum in excess of appropriations for that year, or involving the government in any contract for future payment of money in excess of appropriations, except as authorized specifically by the governor of the island, are prohibited.

PAR. 28. Lists of depositories designated for the use of disbursing officers will be published from time to time in orders.

PAR. 29. When an officer disburses money in different capacities, his deposits and accounts will be kept distinct, according to the department to which they pertain.

PAR. 30. Public moneys subject to disbursement coming into the hands of an official from any source must be promptly placed by him to his credit with an authorized depository, or transferred to a disbursing officer of that branch of the public service to which the money pertains, in either of which cases a receipt will be obtained. Exceptions to this rule are allowed where a disbursing officer has been specially authorized by the governor to keep in his personal possession, at his own risk, the public moneys which have been intrusted to him for disbursement, and money in hand may be disbursed at once without being placed in depositories if payments are due.

PAR. 31. A disbursing officer, ceasing to act as such and having public funds to his credit in any office or bank, will at once inform the treasurer of the island, stating what checks drawn against the same are still outstanding and unpaid.

PAR. 32. All amounts of money held at the end of each fiscal year by the treasurer, an assistant treasurer, or a designated depository credited to a disbursing officer whose account has remained unchanged, either by deposit or payment, for the space of one year, shall be covered into the treasury to be placed to the credit of such officer, if it is found that he is entitled to the credit.

DISBURSING OFFICERS.

PAR. 33. No official disbursing public money or directing the disbursement thereof shall be concerned individually, directly or indirectly, in the purchase or sale of any article intended for, used by, or pertaining to the department of the public service in which he is engaged.

PAR. 34. Officials or agents in the government service will not purchase supplies for the government from any other persons in the service, nor contract with any such person to furnish supplies or services to the government, nor make any government purchase or contract in which such person shall be admitted to share or receive benefit.

PAR. 35. If any disbursing officer shall bet at cards, or any game of hazard, he shall be dismissed.

PAR. 36. All funds drawn from the treasury will be placed by the treasurer with the designated depositories to the credit of the person named in the warrant. For each deposit the depository will issue a receipt setting forth its serial number, the place and date of issue, the name of the depositor, amount, and name of the party receiving the credit. The depository will send one copy of this receipt direct to the treasurer and another copy to the party receiving the credit.

PAR. 37. When the treasurer deposits funds to the credit of a disbursing officer he will notify the disbursing officer, stating to what fund and allotment the money belongs.

TRANSFER OF FUNDS.

PAR. 38. Public funds will in general be transferred as follows: The official making the transfer will draw his check directing the bank to place the said amount to the official credit of the party named therein. This check will be sent to the bank, unless the funds are required for immediate use, in which case the transferring official may draw the check and transmit it direct to the party receiving them. All transfers of funds will be covered by invoices and receipts in duplicate, the invoices stating the allotment or appropriation to which the funds belong. Depositing money to the credit of the treasurer is not a transfer of funds; the treasurer's receipt in this case becomes a voucher.

PAR. 39. For every deposit made by one disbursing officer to the official credit of another a receipt will be given by the bank, setting forth its serial number, the place and date of issue, the amount, name of the depositor, and of the party receiving credit.

In all cases one copy of this receipt will be sent direct to the party receiving the credit and one copy to the depositor.

PAR. 40. Funds will not be transferred from one appropriation for the use of another by borrowing or otherwise.

CHECKS.

PAR. 41. A disbursing officer may draw his official check in favor of himself "or bearer" for making payments not exceeding $20, to make payments remote from the bank, or to cover a pay roll. In all other cases checks will be made payable to "order" or "bearer," and will be drawn in favor of the person, firm, or corporation to whom the payment is to be made.

PAR. 42. Each official check of a disbursing officer must state on its face the object or purpose to which the proceeds are to be applied; such statement may be brief, but must be clear, i. e., "Pay roll," adding the place and month, "contract for construction," giving the work, etc. Payment will be refused on all checks when this requirement is disregarded, and report of the fact made to the treasurer.

PAR. 43. Checks will not be returned to the drawer after payment, but the bank shall furnish the officer with a monthly statement of his official account.

PAR. 44. No allowance will be made any disbursing officer for expenses charged for collecting money on checks.

PAR. 45. In case of death, resignation, or removal of any disbursing officer, checks previously drawn by him will be paid with funds to his credit, unless such checks have been drawn more than four months before presentation or fraud is suspected; then only upon being approved by the treasurer.

PAR. 46. Disbursing officers requiring cash can arrange to obtain it from the collector most convenient, as provided in paragraph 14, regulations from office of the treasurer of the island of Cuba, June 16, 1899, or instruct the bank to forward it. In the latter case shipment by express or post-office money order is authorized; if shipped by express, a bill of lading will be issued to cover the same.

OFFICIAL CHECK BOOKS.

PAR. 47. Each disbursing officer will make application to the treasurer for an official check book.

PAR. 48. The bank will refuse disbursing officers' checks unless drawn on these blanks.

PAR. 49. A disbursing officer in opening his first account will furnish the bank with his official signature, duly verified by some government official whose signature is known to the bank.

PAR. 50. The treasurer will keep a record of all blanks issued, and all unused checks will be returned to him. A disbursing officer transferring any blank checks will take a receipt for the same and make report to the treasurer, giving the numbers of those transferred and the names of the persons receiving them.

PAR. 51. Mutilated official checks will be forwarded to the bank and a record of the date of transmission made on the stub.

METHOD AND TIME OF DEPOSITS.

PAR. 52. Hereafter all disbursing officers of the public funds of the island of Cuba will make their deposits with the official public depository where it will be most convenient, the establishment of which has been announced from the office of the island of Cuba.

PAR. 53. All deposits will be made to the credit of the "treasurer of the island of Cuba."

PAR. 54. For each deposit made "a certificate of deposit" in duplicate will be given, giving the serial number, place, date, and amount, and the name and official capacity of the depositor. The "original" of the certificate of the deposit will be at once forwarded by the bank to the treasurer of the island of Cuba, at Habana, Cuba, and the "duplicate" will be given to the depositor, who will, upon verification, send it to the treasurer.

PAR. 55. All moneys will be deposited identically as collected, each deposit to be accompanied by a deposit slip (No. 104), setting forth the amount of United States funds, the amount of Spanish gold, and the amount of Spanish silver, also the month or months in which funds were collected, noting the exact amount for each month, which information must be given on the original certificate of deposit.

PAR. 56. Each "duplicate" certificate of deposit forwarded to the treasurer by the depositor will contain a statement showing distinctly the source from which the money was derived.

1. If a balance of funds for disbursement, the appropriation and fiscal year will be correctly named.

2. If in refundment of an overpayment, when, by whom, and upon what voucher the overpayment was made.

3. If from stoppages on pay rolls, on account of or damage to property by employees, or on account of sales to them, for which property the depositing official is himself responsible, the character of the property and date of loss or sale will be given, and a reference made to the official's property voucher accounting for the same.

4. If from stoppage on account of loss, damage, or sale of property for which any official other than the depositing official is responsible, the name of the responsible official will be given, with a list of persons from whom deductions were made, stating character of property and amount deducted in each case.

PAR. 57. Upon receipt of the "original" certificate of deposit, the treasurer will issue receipts in duplicate in favor of the depositor.

The number, date, and amount of the certificate of deposit, together with the specific appropriation, if named, will be noted on the account current upon which the depositor desires to be credited with the money deposited. Certificates of deposit will not be filed with accounts current. Officials will state in such accounts dates of deposit and name and location of depository.

PAR. 58. Certificates of deposit must be recorded in the office of the secretary of public works. The "originals," upon their receipt at the treasury, are immediately forwarded to the secretary of public works, who refers them to the proper bureaus to which the deposits pertain, for verification and designation of the appropriation.

PROCEEDS OF SALES.

PAR. 59. The proceeds of sales of public property, as authorized by paragraphs 120 and 126, shall be deposited promptly to the credit of the treasurer of the island, and by him placed to the credit of the appropriation for the work from which they were derived, to be available for requisition on estimates, in addition to the regular appropriation, if needed.

PAR. 60. The transfer of public property from one bureau or department to another is not regarded as a sale. If money is received therefor it may be used to replace such stores and will be reported accordingly.

ACCOUNTS.

PAR. 61. All persons who are charged with the safe-keeping, transfer, or disbursement of the public moneys shall keep an accurate entry of each sum received and of each payment or transfer, and shall render distinct accounts of the application thereof according to the appropriation under which the moneys may have been advanced to them. Every person who, having received public money which he is not authorized to retain as salary, pay, or emolument, fails to render his accounts for the same, shall be deemed guilty of embezzlement, and shall be fined in a sum equal to the amount of the money embezzled and shall be imprisoned not less than six months nor more than ten years.

PAR. 62. Each official or agent of the department of public works who receives public money which he is not authorized to retain as salary, pay, or emolument shall render his accounts monthly. Such accounts, with the vouchers necessary to the correct and prompt settlement thereof, shall be sent by mail or otherwise to the office of the secretary of public works within ten days after the expiration of each successive month, and after examination they shall be passed to the proper accounting officer of the treasury for settlement.

PAR. 63. Irregularities in the mail service, or want of blank forms, have no bearing upon the rendition of money accounts within the time prescribed by the foregoing sections, and disbursing officers are required to have their accounts ready to be forwarded and deposited in the post-office at places where such offices are established on or before the 10th day of each month. If printed blanks are not furnished, the forms must be ruled to correspond.

PAR. 64. A separate account shall be kept with each appropriation disbursed. The forms of account current and abstracts prepared for this purpose will be used by disbursing officers. The blanks will be procured from the secretary of public works. Accounts current will be made in triplicate, two copies, accompanied by two sets of abstracts and one set of vouchers complete, to be forwarded to the secretary of public works within ten days after the end of the month; the other copy, also accompanied by abstracts and vouchers, to be retained by the officer.

Original vouchers will, if possible, accompany the accounts; copies will not be accepted unless duly certified and accompanied by satisfactory evidence of the loss or destruction of the originals, or that their retention is indispensable to the performance of duty.

With the accounts will be forwarded all orders of commanding officers and all other papers upon which the official accountable relies to relieve himself from responsibility.

PAR. 65. When vouchers are not sent with the account to which they belong, an explaination must be made as to why they were not produced with and included in the proper account.

PAR. 66. An error made in an account must be corrected in the next account current of the official after he is informed of the error, and reference will be made therein to the particular voucher in which the error occurred.

PAR. 67. In notifying officials of remittances, the secretary of public works will inform them of the amount remitted under each head of appropriation. All officials who made transfers of public funds will pursue a similar course, stating in the invoices and receipts the amount transferred from each appropriation. In the letters notifying officials of remittances the secretary of public works, in addition to the amount of each appropriation, will give the titles of appropriations to be used in accounts current, abstracts, and vouchers.

PAR. 68. Funds received from overpayments previously made will be entered on the account current in the proper column. The entries should show by whom and to whom the overpayments were made, on what account, and refer to the voucher and abstract.

PAR. 69. Funds received from sales will be entered in the proper column on the account current, and will show the fiscal year in which the articles were purchased, if known.

PAR. 70. Whenever money is refunded to the treasury the name of the person refunding, and the purpose for which it is done, must be stated.

PAR. 71. Receipts for funds disbursed and receipts and invoices of funds transferred will state the place and date of payment or transfer, the name and title of the official from whom the money is received.

PAR. 72. Disbursing officers will promptly, at the close of business at the end of each month, make and forward statement showing explicitly where their funds are deposited. Officials will include in the sums claimed to be on deposit only such funds as have been officially credited to them, and of which credit they have been duly informed by the depository.

PAR. 73. When an official is relieved from duty on any work, he shall certify the outstanding debts to his successor and transmit an account of the same to the secretary of public works. Unless otherwise ordered, he will turn over the public money and property, and the books and papers appertaining to the service from which he is relieved, to his successor.

PAR. 74. No official has authority to insure public money or property. Disbursing officers are not authorized to settle with heirs, executors, or administrators, except by instructions and approval from the secretary of public works.

VOUCHERS.

PAR. 75. When disbursing officers draw checks in payment of accounts on funds placed to their credit with depositories, they will note upon the receipt taken for such payment the number, date, amount of the check given in payment and designate the depository upon which it is drawn; and when an account is paid in part by currency the amount of the same will be stated. The same rule will be observed in regard to invoices of funds transferred.

PAR. 76. In all cases of contracts for the performance of any service, or the delivey of articles of any description, for the use of the government, payment shall not exceed the value of the service rendered or of the articles delivered previous to the payment.

PAR. 77. Vouchers will be made in duplicate, or, if required, in triplicate, and the number made will be stated on each copy.

PAR. 78. The correctness of the facts stated on a voucher and the justness of the account must be certified to by the district engineer.

PAR. 79. Every voucher in support of a payment for supplies, or for services other than by the day or month, whether it be made pursuant to a formally prepared contract, an accepted bid, or a purchase without advertising (unless it comes within the excepted cases provided for in the following paragraph), must have attached to it an original bill furnished by the creditor, dated and signed by him or his authorized representative, giving his place of business or residence, and stating (if for supplies furnished) the date of the purchase, the quantity and price of each article, and the amount, or (if for services other than by the day or month) the character of the services, the date or dates on which rendered, and the amount. A voucher so accompanied will be made out in favor of the creditor, giving his address, and may state the account in general terms, with the aggregate amount only extended, and the words "as per bill hereto attached," or words of like import, added. Where papers relating to two or more vouchers are required to accompany accounts, they must be filed with the first voucher paid, and reference thereto made on the other vouchers. A voucher for services by the day or month must state the nature of the service, the inclusive dates of service, the time for which payment is made, the rate of pay, and the amount. When the vouchers are for emergency purchases or services they will state that the price paid was the lowest market rate and that the mode of expenditure adopted was the most economical and advantageous to the government.

PAR. 80. When a creditor is unable for any cause to make out his bill, or to have it made out, the disbursing officers must set forth on the voucher all the details of the account, as required for the bill by the preceding paragraph, and must give reasons in full on the voucher why a bill is not furnished. Original bills need not be attached to vouchers in the following cases, viz: Where under contract quantities delivered or amounts due are determined by a duly authorized inspector, and his certificate as to the facts is filed with the voucher to which it pertains; where a bill of lading or transportation request accompanies a voucher for transportation services performed under public tariffs; where a voucher is for telegraphic service at fixed rates; where a voucher is for services by the day or month, or where a creditor makes out his bill on a blank form of voucher and certifies to its correctness.

PAR. 81. Money amounts will be expressed in terms of dollars and cents. When a fraction of a cent less than one-half occurs in the footing of a voucher it will be disregarded. If the fraction be one-half or greater it will be reckoned as a cent.

PAR. 82. A voucher for a purchase, or for services not personal, must have expressed on its face, immediately below the statement of the account, the mode of purchase or engagement, using therefor one of the following notations:

1. Under contract, dated .... 190—.
2. Under public notice, dated .... 190—.
3. Under oral agreement, without advertising.
4. Under written agreement with (or without) advertising. If by written agreement, a copy of the agreement must accompany the voucher.

PAR. 83. The giving or taking of receipts in blank for public money is prohibited.

PAR. 84. A voucher for funds disbursed will, before being signed by a public creditor, be made out in full, with place of payment and the name and title of the paying official entered in the receipt, and the exact amount of money written out in words in the receipt. When vouchers are sent by mail for signature the date in the receipt will be left blank, and the check in payment will not be drawn until the vouchers are returned properly signed, when the date of the check will be added to the receipt.

PAR. 85. Invoices of and receipts for funds transferred will state place and date of transfer, the name and title of the officer from whom the money is received, the kind of funds transferred, and the amount transferred under each head of appropriation. If the transfer is for correction of errors, whether arising upon the settlement of accounts or otherwise, the facts will be noted in detail on both invoice and receipt. The receiving officer or agent will indorse upon the invoice the exact date of the receipt given by him and will file it with the account current on which he acknowledges receipt of the funds. Any discrepancy as to the appropriation, fiscal year, or amount, which may exist between the invoice and receipt when the latter is properly made out, will be noted and explained on both invoice and receipt by the officer or agent receiving and receipting for the funds.

PAR. 86. Vouchers for payments made, and invoices and receipts for money transferred, will have noted upon them the number, date and amount of checks given, and the depository on which drawn. If payment is made by currency in part or in whole the fact will be stated.

PAR. 87. Vouchers must be stated in the name of the corporation, company, firm or person rendering the service, or furnishing the articles for which payment is made.

PAR. 88. Payments in currency, or by check to bearer, will not be made to holders of powers of attorney, or of instruments operating as transfers or assignments.

PAR. 89. If payment in currency, or by check to bearer, is made to an incorporated or unincorporated company, the money or check must be delivered to and the voucher receipted by a duly authorized official or agent of the company; the receipt must be signed with the company name, followed by the autograph signature of the officer, with his title, or of the agent to whom the money or check was delivered, and the receipted voucher will be accompanied by evidence showing his authority. This evidence will consist of extracts from the articles of incorporation or association, the by-laws, or the minutes of the board of directors, duly certified by the custodian of such records (under the company seal, if there be one), showing that the signer is properly vested with authority to receive and receipt for money due the company.

If payment in currency, or by check to bearer, is made to an individual, or a copartnership doing business under a company title, the receipt must be signed with the company name, followed by the autograph signature of the individual proprietor or of one of the members of the firm, with the words "proprietor" or "one of the proprietors" appended thereto.

If payment in currency, or by check to bearer, is made to a copartnership doing business as such, the receipt must be signed with the usual firm signature by one of the members of the firm, who will be required to append his own signature as "one of the firm."

If payment in currency, or by check to bearer, is made to an individual creditor, the receipt must be signed by him in person.

If payment is made by check to order of any company (incorporated or unincorporated), or firm, or individual, by name, and the fact that the check has been so drawn is stated on the voucher, giving its number, date, amount, and depository on which drawn, the receipt to the voucher may be signed by an officer, attorney, or agent of the company, or by an attorney or agent of the firm or individual, stating the capacity in which he signs, without filing with the voucher evidence of his authority to sign. The disbursing officer in all such cases will deliver the check to such person only as he is satisfied is authorized by the principal to receipt the voucher and receive the check.

PAR. 90. Receipts for small sums for occasional service paid to corporations, such as railroad, telegraph, turnpike, transfer, express, steamboat, hotel, newspaper and ice companies, may be signed by the local agent in charge of the business of the company at the place where the service is rendered, or where it begins or terminates, and the certificate of the official making payment that the person to whom payment was thus made was then the local agent of the company, in charge of its business at the place designated, will be sufficient evidence of the agent's authority to receive and receipt for the money paid.

PAR. 91. When an account is presented by an individual who is not known to the disbursing officer, the latter will require him to be identified.

PAR. 92. The signature to the receipt and the name of the person or business firm as entered at the head of an account must be literally alike.

PAR. 93. When a signature is not written by the hand of the party it must be witnessed by an official of the department when practicable.

PAR. 94. Disbursing officers will not issue vouchers for unpaid accounts as due bills against the department of public works, but a certified statement of personal services and of wages due may be given to a discharged employee who for want of funds was not paid at time of discharge. Such certificates are not transferable.

PAR. 95. Whenever a contract is extended and because of such extension deductions are to be made from sums due or to become due the contractor, the deductions shall be shown upon the vouchers and the balance shall be paid to the contractor. Payment of the expenses due the extension of contracts shall never be demanded of contractors or received from them by officials or agents in the employ of the department of public works.

PAR. 96. When applicable, the following rules for the computation of time in payment for services will be observed:

1. For any full calendar month's service, at a stipulated monthly rate of compensation, payment will be made at such stipulated rate, without regard to the number of days in that month.

2. When service commences on an intermediate day of the month, thirty days will be assumed as the length of the month, whatever be the number of days therein.

3. When the service terminates on an intermediate day of the month, the actual number of days during which service was rendered in that calendar month will be allowed.

4. When the service embraces two or more months or parts of months but one fraction will be made, thus: From September 21 to November 25, inclusive, will be calculated thus: September 21 to October 20, inclusive, one month; from October 21 to November 20, inclusive, one month; from November 21 to 25, inclusive, five days—making the time allowed two months and five days.

5. When two fractions of months occur and both are less than a whole month, as from August 21 to September 10, the time will be determined thus: August 21 to 30, inclusive (ignoring the 31), ten days; from September 1 to 10, inclusive, ten days—making the time allowed twenty days.

6. Service commencing in February will be calculated as though the month contained thirty days, thus: From February 21 to 28 (or 29), inclusive, ten days. When the service commences on the 28th day of that month three days will be allowed, and if on the 29th two days.

7. If service commences on the 31st day of any month, payment will not be made for that day.

8. For commutation of subsistence and for service of persons employed at per diem rate, payment will be made for the actual number of days.

9. When services are rendered from one given date to another, the account will state clearly whether both dates are included.

10. In computing the wages of persons employed at a per diem allowance, the day on which service begins and the day on which it ends will be allowed in the computation.

PAR. 97. In case of discovered error or disallowance of an account upon its examination by the proper authority, the official responsible will, upon notification thereof, unless able to furnish evidence to correct or remove the same, make the proper correction in his next account current, and refer therein to the particular voucher in which the error occurred, or the disallowance was made.

PAR. 98. At the time when vouchers are transmitted by an officer with his accounts, if any of the articles purchased as noted thereon have been "expended and applied to the purpose for which purchased," a certificate to that effect may be made by the officer upon the voucher, and when so made the articles referred to need not be taken up on abstracts of property or on property returns.

PAR. 99. Request for the admission, free of duties and charges, of articles imported for the use of the government of the island of Cuba, must be accompanied by a list of the same, to be forwarded to the collector of customs, for his information and guidance, and for the permanent files of his office.

PAR. 100. Vouchers in support of partial payments, or on which there are retained percentages, shall be made in triplicate, one copy to be retained by the disbursing officer, and two to be forwarded to the accounting officer. It is proposed that the two vouchers be examined and compared when the officer's accounts are adjusted, one to be subsequently withdrawn by the auditor and filed as a subvoucher with the voucher for final payment. The triplicate vouchers referred to can be made without receipts and without copies of any subvouchers which may be filed with the original vouchers; they should, however, be complete in all other respects and certified to by the proper officials.

PUBLIC PROPERTY.

PAR. 101. Whatever belongs to the State constitutes public property. Property which from its nature is totally destroyed by use, such as lead pencils, pens, paper, etc., or which by use becomes a part of permanent work, such as materials of construction, is termed "expendible property." Such property as used may be "expended" and dropped from the return. Property which by use is not used up or completely destroyed is "unexpendible property," and must be accounted for on property returns until disposed of as provided for in these regulations.

PAR. 102. Accountability and responsibility devolve upon any person to whom public property is intrusted and who is required to make returns therefor. Responsibility without accountability devolves upon one to whom such property is intrusted but who is not required to make returns therefor. Thus, district engineers shall be responsible and accountable for public property. They may delegate responsibility but not accountability.

PAR. 103. A transfer of public property involves a change of possession and accountability. The transferring official will furnish the receiving official with invoices, in duplicate, accurately enumerating the property, and the latter will return duplicate receipts. The transaction will appear on the property returns rendered by each.

PAR. 104. When an official to whom stores have been forwarded believes them to have miscarried he will promptly inform the issuing and forwarding officials.

PAR. 105. If an official to whom public property has been transferred refuses to receipt for it, the invoicing official will report the facts to the secretary of public works for action. Copies of all papers relating to the transaction will be filed with his returns.

PAR. 106. Upon the receipt of public property by an official, he will make careful examination to ascertain its quality and condition, but will not break original packages until issues are to be made unless he has reason to believe the contents defective. Should he discover defect or shortage he will apply for an inspector to determine it and fix the responsibility. Should he consider the property unfit for use he will submit inventories in triplicate and request the action of an inspector. The same rule will be observed in regard to packages when first opened for issue and for property damaged or missing while in store.

PAR. 107. When packages of supplies are opened for the first time, whether because of apparent defect or for issue, the official responsible, or some assistant designated by him, will be present and verify the contents by actual weight, count, or measurement, as circumstances may require, and in case of deficiency or damage will make written report of the facts to the secretary of public works. If only the official responsible be present and make the report he will secure the sworn statements, in writing, of one or more persons regarding the condition of the property when examined.

PAR. 108. The giving or taking of receipts in blank for public property is prohibited.

PAR. 109. All movable public property will, if practicable, be conspicuously branded, or stamped if of metal, "O. P." before being used.

PAR. 110. Public property will not be used, nor will labor hired for the government be employed, for any private purpose whatsoever, except as authorized by the secretary of public works.

PAR. 111. For property worn out in the public service the accountable official will submit inventories thereof and ask for an inspector's action.

Par. 112. Public property which has been condemned will not be purchased by an official who was responsible therefor at the time of condemnation, nor by any official who bore any part in such condemnation.

DAMAGED, LOST, DESTROYED, ETC.

PAR. 113. Causes of damage to and of loss and destruction of property are classified as follows:

1. Unavoidable causes, being those over which the responsible officials have no control, occurring in the ordinary course of service.
2. Avoidable causes, being those due to carelessness, wilfullness, or neglect.

PAR. 114. Officials responsible for property will be charged for any damage to or loss or destruction of the same, and the money value deducted from their monthly pay, unless they show to the satisfaction of the governor of the island by their own affidavits or certificates, or by one or more depositions, that the damage, loss, or destruction was occasioned by unavoidable causes and without fault or neglect on their part.

PAR. 115. If articles of public property are embezzled ,or lost or damaged through neglect, by an employee, the value of damage as ascertained shall be charged to him and set against any pay or money due him.

PAR. 116. Whenever information is received that animals or other property belonging to the public service are unlawfully in the possession of any person not in the service, the official responsible for the property will promptly cause proceedings to be instituted and diligently prosecuted before the civil authorities for the recovery of the property, and, if the same has been stolen, for the arrest, trial, conviction, and the punishment of the offender and his accomplices.

PAR. 117. Upon satisfactory information that such public property, unlawfully in the possession of any parties, is likely to be taken away, concealed, or otherwise disposed of before the necessary proceedings can be had in the civil tribunals for its recovery, the civil authorities will at once cause the same to be seized, and will hold it subject to any legal proceedings that may be instituted by other parties. Persons caught in the act of stealing public property will be summarily arrested and turned over to the civil authorities for trial.

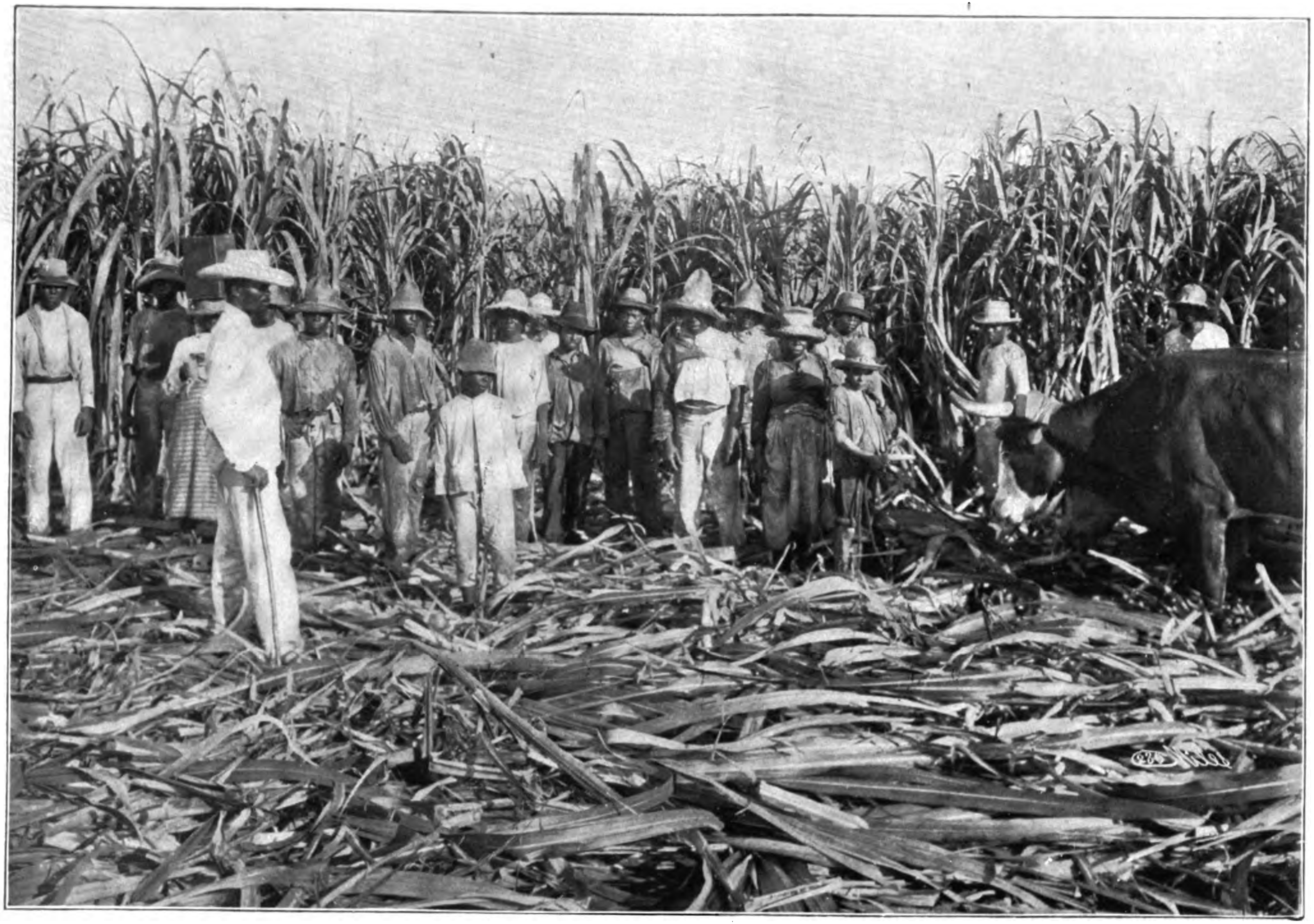
PAR. 118. Officials responsible, after they have failed to get possession of a lost or stolen animal by the ordinary means, may authorize the payment of a reward of not more than $25 for its recovery. If the animal has been stolen, they may offer an additional reward of like amount for each person arrested, tried, convicted, and sentenced for the theft.

PAR. 119. The expenses necessarily incurred by any action under the three preceding paragraphs, with the exception of attorney's fees, will be paid by the department, upon proper vouchers approved by the secretary of public works. Officials will promptly report their action to department headquarters.

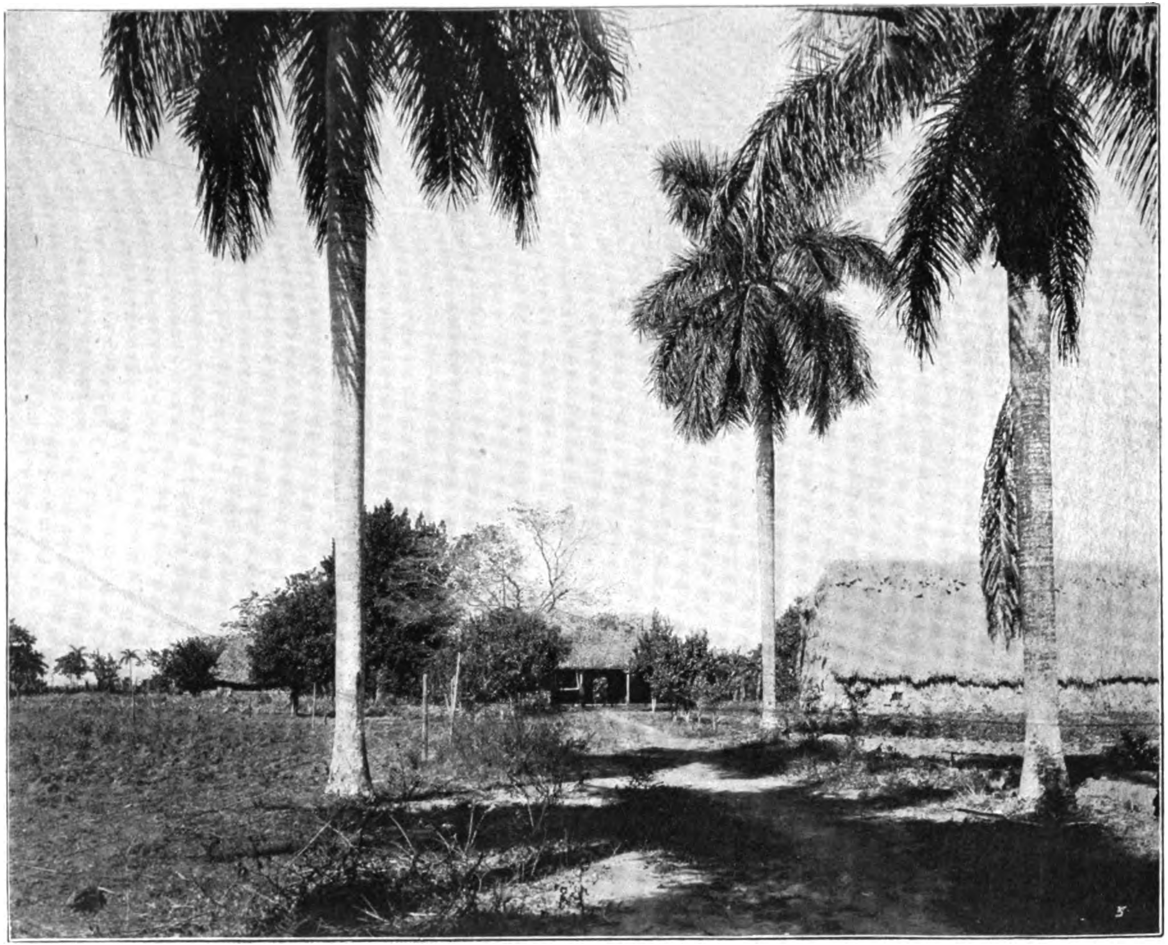
PROPERTY ACCOUNTABILITY.

PAR. 120. All public property, whether paid for or not, must be accounted for on the property returns.

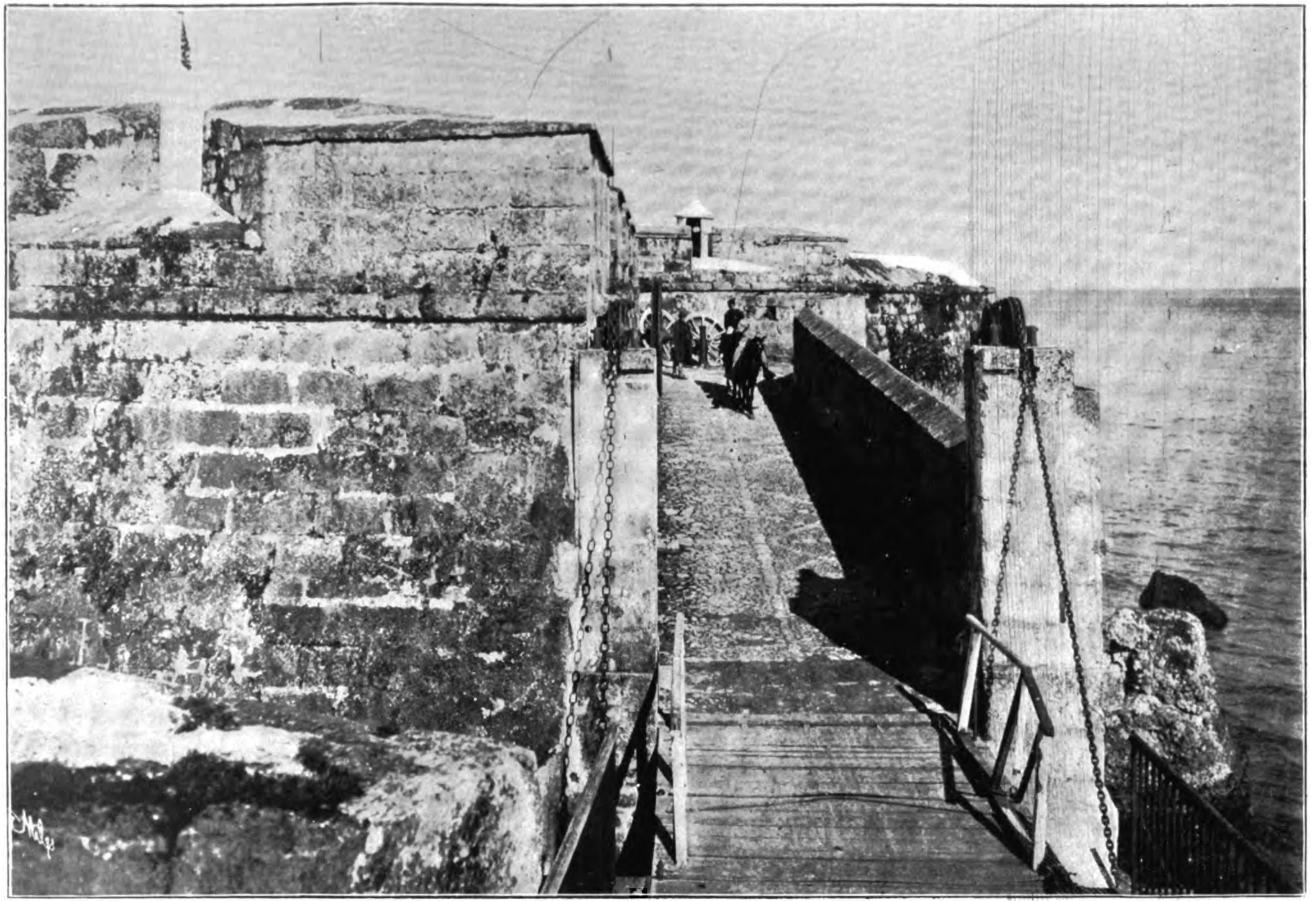
Empty barrels and boxes, and other materials which have a saleable value and which are not required for public use, the disposal of which is not otherwise provided



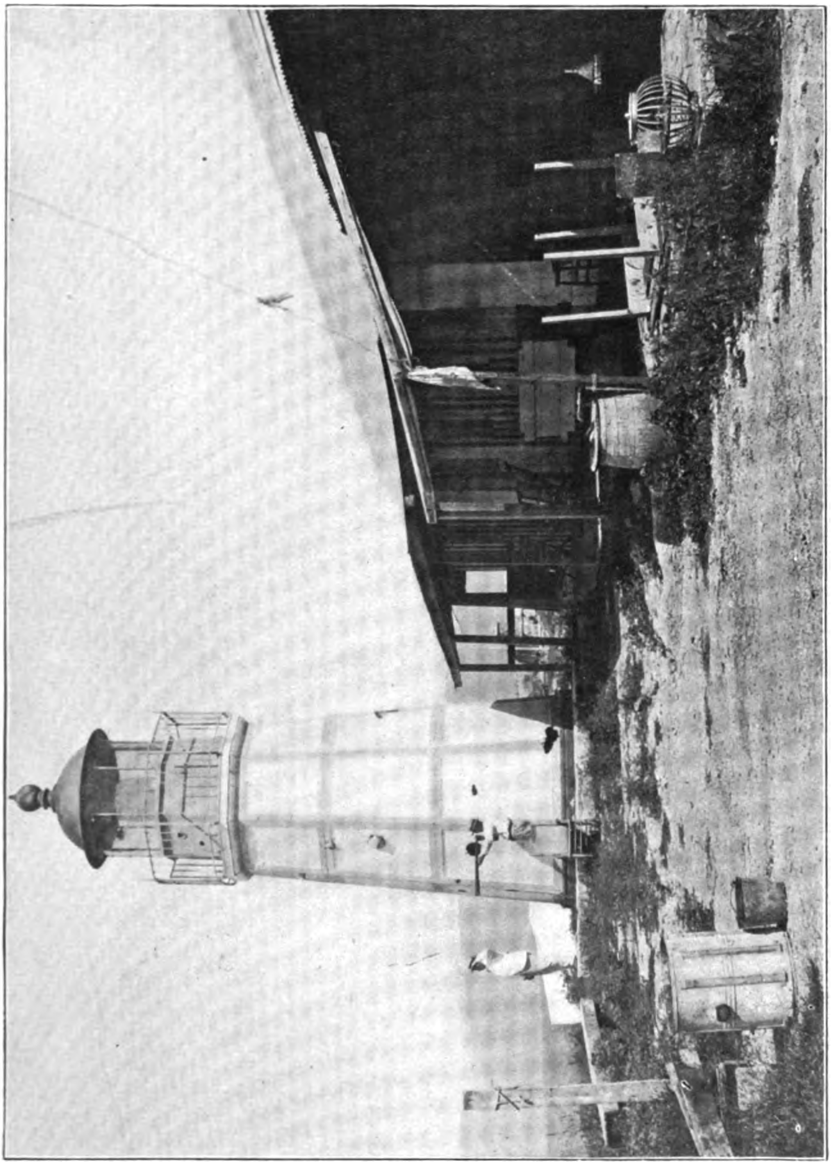
GROUP OF LABORERS IN CANE FIELDS.



PLANTATION NEAR SANTA FE, ISLE OF PINES.



DRAWBRIDGE AT FORT SAN SEVERINO, MATANZAS.



MORRO'S LIGHTHOUSE, SANTIAGO.

for, will be carefully preserved and sold, as convenient, to the highest bidder, after advertisement.

The same rule will apply to products of the public lands, by-products from works carried on by the public service—such as old iron from refuse, manure from stables, etc.

PAR. 121. Should an official or agent of the government charged with public property fail to render the prescribed returns thereof within a reasonable time, a settlement of his accounts will be made by the secretary of public works, and the money value of the property with which he is charged will be reported against him for stoppage.

INSPECTION OF PUBLIC PROPERTY.

PAR. 122. The secretary of public works shall, with the approval of the governor, appoint an inspector of public property at such times as the needs of the service require one. It will be the duty of the inspector to examine all property properly presented for inspection. His action will be to condemn, recommend to be sold, or declare such property still serviceable.

PAR. 123. Inventories of unserviceable property will be prepared and the articles arranged for inspection. Every article will be inspected, and the officials responsible will accompany the inspector and be prepared to give all necessary information in regard to it.

PAR. 124. Condemned property will be destroyed in the presence of the inspector, and it will be his duty to see that the destruction is so complete that the property may not be again presented for condemnation. Such articles will, upon certificates from the inspector, be dropped from the returns, copy of certificate to be attached.

PAR. 125. When the property is thought by the inspector to be still serviceable no action will be taken.

PAR. 126. When in the opinion of the inspector the property is no longer of service to the government, but has marketable value, he will prepare triplicate lists of same, referring to the returns upon which the property is carried. One of these lists will be given to the responsible officer, one retained by the inspector, and the other forwarded to the secretary of public works with the recommendation that the articles enumerated be sold at public auction. The secretary of public works will, if he approves the action of the inspector, order the sale, which will be made after public advertisement.

PAR. 127. Public property will not be reported as unserviceable nor condemned by an inspector merely because worn or shabby in appearance, when really strong and serviceable.

EMPLOYEES.

PAR. 128. The employees of the department will be divided into two classes—"permanent" and "temporary." The number, grade, and pay of permanent employees shall be fixed from time to time by the governor of the island. Temporary employees may be engaged from time to time, as the exigencies of the works may demand, under specific authority from the secretary of public works, and as prescribed in these regulations.

PAR. 129. Employees will be nominated in every case by the official in immediate charge of the office or work in which they are to be employed, and will be retained in office only so long as the exigencies of the work may demand, and their services are efficient, honest, and faithful. They will not be dismissed on account of political or religious opinions.

PAR. 130. Employees will be required to devote their entire time to the work in which they are employed. While permitted to exercise the rights and duties of a citizen, they are forbidden to take an active part in politics. Their service is for the state, and not for any party.

PAR. 131. Officials having authority to employ have also authority to dismiss or reduce in grade, subject to these regulations.

PAR. 132. All expenditures for pay of employees must be confined within the allotment and rates authorized by proper authority.

PAR. 133. Employees will be engaged by the month, day, or piece, as best suits the needs of the service. They will be designated upon the rolls in the capacity in which employed, and at the rates established. Salaried employees will, in general, be paid monthly. Laborers will be paid monthly, semimonthly, or at the completion of the work for which engaged, if this be for a shorter period than one-half a month. When employees are discharged and not paid, certificates may be given them, as provided in paragraph 94. These certificates are not transferable.

PAR. 134. Eight hours constitute a day's work for all mechanics and laborers employed by or on behalf of the department of public works, except in cases of emergency. This rule does not extend to engineers, firemen, seamen, watchmen, messengers, teamsters, and others, the nature of whose employment is peculiar, and whose services may be required at any, or occasionally at all, hours of the day.

TRAVEL.

PAR. 135. To entitle an official to refundment of the cost of transportation and allowances in connection therewith, at the expense of the state, the journey must be specifically authorized by a proper superior previous to its commencement. Such authority will state the special duty enjoined, recite that the travel is necessary for the public service, and direct the official to return to his proper station on completion of the assigned duty, if such return is contemplated. The original order (written authority) and indorsements thereon, or true copy of the same, will be filed with the vouchers before payment will be made.

2. Whenever practicable to do so "transportation requests" will be issued to cover travel by rail and water, and when so issued allowance for transportation will not be refunded.

When transportation requests are issued to cover travel, the fact shall be noted on the order or other written authority for the journey by the official issuing the request.

3. Transportation by water usually includes subsistence; the cost of the ticket only will be refunded or paid in such cases.

4. *First class.*—Civil officials (also military when on civil duties) whose annual salary is $1,200 or more, will be reimbursed for first-class transportation and other traveling expenses as follows, viz:

a. Charge for cab to and from stations, but not to exceed 50 cents each way.

b. Charge for transfer of baggage to and from stations not to exceed 50 cents each way.

c. Actual cost of transportation of baggage, where the same is not allowed free on the ticket, not to exceed 100 pounds in weight.

d. Actual expenses for subsistence, not to exceed in any case $4.50 per diem while traveling and for the time absolutely necessary for a prompt transaction of the business directed to be performed.

5. *Second class.*—Civil officials whose salary is $800 and less than $1,200 shall be reimbursed for expenses when traveling under orders, as for first-class, except for transportation, which shall be at second-class rates, and for subsistence, which is limited to $3 per day.

6. *Third class.*—All other persons traveling under orders at the expense of the state shall be reimbursed for travel expenses as for first class, except for transportation, which shall be at third-class rates, and for expense of subsistence, which is limited to $1.50 per day.

7. Travel fare and allowances, at the rates specified in the preceding sections 4, 5, and 6, due to employees of the department of public works who may be ordered on duty in connection with any specially authorized public work, will be paid from the special appropriation for such work, and by the disbursing officer thereof.

8. Vouchers for travel expenses will be made on forms furnished by the department.

9. Books of "transportation requests" will be issued to officials authorized to order journeys on application to the secretary of public works.

PURCHASE OF SUPPLIES AND ENGAGEMENT OF SERVICES.

GENERAL PROVISIONS.

PAR. 136. No contract or purchase on behalf of the department of public works shall be made unless the same is duly authorized by the secretary of public works. No official shall accept voluntary services for the government or employ personal services in excess of that authorized by the secretary of public works, except in cases of emergency involving loss of life or destruction of property.

PAR. 137. Supplies and services not personal, required in the department, will be procured where they can be had the cheapest; quality and cost of transportation in the case of supplies being considered as follows:

1. After public notice inviting proposals for thirty days or more, or for ten days or more but less than thirty, or for less than ten days, according to the needs of the service.

2. Without public notice.

PAR. 138. Personal services are such as the individual employed or contracted with must perform in person directly under the control and supervision of an official or agent of the government, as distinguished from services the performance of which may be delegated by the contractor to others. Bills rendered for such services must contain no charge for material.

The official charged with the duty of making contracts or purchases is responsible for his action.

PAR. 139. When it is intended to have any work performed, service procured, or purchase made, by contract, the advertisement, however made, and the specifications must be previously submitted to the secretary of public works for his approval.

ADVERTISING FOR PROPOSALS.

PAR. 140. In case of large purchases, a period of thirty days or more should intervene between the first publication and the opening of proposals. In small purchases, from ten to thirty days should intervene, and when the public exigency constitutes an emergency and does not permit ten days to intervene, the period should be for as many days as the circumstances will permit. Advertising for proposals by newspapers, in accordance with paragraph 180, will be adopted when time permits, and the quantity or value of the purchase, or character of the services, in the opinion of the purchasing official, will justify the expense. When notice of less than thirty days is given, advertising by circulars sent to principal dealers in the localities where the supplies or services are desired, and posted in public places, is permissible. The purchasing official may advertise by newspapers and circulars at the same time.

PAR. 141. When advertisements or specifications thereunder do not announce fixed standards for articles required, they should be so worded as to permit bids to be considered item by item, and the awards to be made for the most suitable articles of each kind offered.

PAR. 142. Whenever it is intended to require that guaranties shall accompany proposals, that fact, with the amount in which the guarantors are to justify, must be stated in the specifications. Certified checks to a named amount may be required as a guaranty.

PAR. 143. A copy of each advertisement and specification will be promptly forwarded by the official issuing it direct to the secretary of public works, together with all information required for a complete understanding of the necessity for the proposed contract or purchase. If issued for a period of less than ten days, the reason why a longer period is not allowed will be stated.

PROPOSALS.

PAR. 144. Information in regard to supplies or services, for which proposals have been invited, will be furnished on application to all persons desiring it, but no person belonging to or employed in the department of public works will render assistance in the preparation of proposals.

PAR. 145. Bidders for supplies will be informed of the kind, quality, and quantity of articles required, the place, time, and rate of delivery and conditions of payment. They will be furnished with such specifications as have been adopted, and will be permitted to examine the standard samples, if there are any, at the places where deposited.

PAR. 146. No person will be informed, directly or indirectly, of the name of any one intending to bid, or not to bid, or to whom information in respect to proposals has been given.

PAR. 147. Proposals should be prepared in duplicate or in triplicate, if required, in strict accordance with the requirements of the advertisement and specifications. They should make specific reference to the advertisement and to any plans or specifications which may have been furnished. Each proposal should give the place of residence and post-office address of the bidder, and should be signed by the bidder with his usual signature in full.

PAR. 148. A proposal by a person who affixes to his signature the word "president," "secretary," "agent," or other designation, without disclosing his principal, is a proposal of the individual. That of a corporation should be signed with the name of the corporation, followed by the signature of the president, secretary, or other person authorized to bind it in the matter. That of a firm should be signed with the firm name, by one of the members of the firm. If the signature is that of an officer, attorney, or agent of a corporation, or an attorney or agent of a firm, or individual, and his authority to act on behalf of his principal is not a matter of general notoriety in the locality where the proposals are opened, the officer who opens proposals should, before considering the proposal, satisfy himself that the signer is vested with sufficient authority to represent his principal in the transaction.

PAR. 149. In proposals, numbers and prices will be written in words as well as expressed in figures; but when a variety of articles, such as stationery, hardware, etc., is required, quantities and prices may, if the amounts involved are inconsiderable and the forms of proposals so indicate, be expressed in figures.

PAR. 150. Erasures or interlineations should be explained by the bidder, in the proposal, over his signature.

PAR. 151. Guaranties, signed by two responsible parties, or a deposit of a certified check, will be required to accompany proposals, whenever, in the opinion of the official authorized to make the contract, they are necessary to protect the public interests.

PAR. 152. The guaranty will be in duplicate, or in triplicate if required, and will be made out and executed with the necessary justification, in accordance with blank forms furnished by the department.

PAR. 153. Proposals with their guaranties will be securely sealed in suitable envelopes, indorsed and directed as required by the advertisement, and must be in the possession of the officer addressed before the hour appointed for the opening. No responsibility will attach to an officer for the premature opening of any proposal not so indorsed as to clearly show its character.

PAR. 154. When an advertisement calls for proposals to furnish labor or supplies at more than one place, a separate proposal will be made for performance at each place, but all may be submitted in the same envelope.

PAR. 155. Proposals received prior to the time of opening will be securely kept. No proposals will be received after the time fixed for opening.

PAR. 156. Before the time for opening any bidder may, without prejudice, withdraw from competition by giving written notice of his decision to the official holding his bid, and when his bid is reached at the opening, it will be returned to him or his authorized agent unread.

PAR. 157. Proposals will be opened and will be read aloud at the time and place appointed, bidders having the right to be present, and each proposal will then and there be numbered and entered on the abstract, the articles being entered in the order in which they are to appear on the returns. A copy of the advertisement under which the proposals are received, with a copy of the specifications, if any, will be attached to the upper left-hand corner of the abstract.

AWARDS.

PAR. 158. Except in rare cases, when the department elects to exercise the right to reject proposals, the awards will be made to the lowest responsible bona fide bidder, whose proposal for furnishing the proper article is not unreasonable.

PAR. 159. Slight failures on the part of the bidder to comply strictly with the terms of an advertisement should not necessarily lead to the rejection of his bid, but the interests of the government will be fully considered in making the awards.

PAR. 160. When no guaranty is required bidders must, if called upon by the awarding official, furnish satisfactory evidence before the award is made of their ability to carry their proposals into effect.

PAR. 161. The abstracts of the bid will be forwarded to the office of the secretary of public works, together with one copy of each bid received. The official asking for the proposals will send with the abstract written recommendation for action in regard to accepting or rejecting the bids received, and no such bid will be accepted or rejected by the official in charge of the work, in advance of the approval by the secretary of public works.

PAR. 162. When abstracts of bids are forwarded to the office of the secretary of public works note will be made thereon of the balance of the appropriations for the work available for payments under the contract about to be entered into, and to obtain this balance all outstanding liabilities and amounts covered by existing contracts should be deducted from the unexpended appropriations for the work in so far as their expenditure has been authorized by approved projects. The abstracts will also show the totals of the respective bids.

METHODS OF PURCHASE.

PAR. 163. A purchase of supplies or engagement of services will be made—

1. By contract reduced to writing and signed by the contracting parties, with their names at the end thereof. Agreements of this character only are termed "contracts" in the regulations.
2. By written proposal and written acceptance.
3. By oral agreement.

PAR. 164. When delivery or performance does not immediately follow an award or bargain, the first method will be used. When delivery or performance immediately follows an award or bargain, the second method may be resorted to.

PAR. 165. All contracts and papers connected with the same, made by officials of the department in charge of works, will be made in accordance with the printed forms prescribed by the secretary of public works; and these forms, and other printed forms allowed, will be furnished from the office of the secretary when required.

PAR. 166. A contract of a corporation should have the name of the corporation written in the body of the instrument as one of the parties thereto, and should be signed by the officer or person who has been authorized to contract in its behalf, who should sign the corporate name and his own, and affix the corporate seal, if there be one. The contracting official will in all cases satisfy himself that the signer has authority to bind the corporation, and will either require from him satisfactory evidence thereof and file the same with the contract, or will certify on the contract that he has satisfied himself of the signer's authority and has waived this requirement.

PAR. 167. All contracts will be executed in quintuplicate.

PAR. 168. Extensions of contracts are not in any case to be made until the approval of the secretary of public works has been obtained.

CONTRACTOR'S BOND.

PAR. 169. Bonds for the faithful performance of contracts for supplies or services will be required, when the consideration is $3,000 or more, whatever may be the length of time required for the full performance of the contract. Bonds may be exacted, or, at the discretion of the official concerned, waived in the following cases:

1. When the consideration is less than $3,000 and the contract is to be fully performed within thirty days from its date.

2. When the consideration is not more than $250, whatever may be the length of time required for full performance.

PAR. 170. The amount of penalty in a contractor's bond will be fixed by the contracting official, and will not be less than one-tenth nor more than the full amount of the consideration of the contract. Nothing in this paragraph is to be construed as authorizing the waiving of bonds required under paragraph 169.

PAR. 171. When bonds for the faithful performance of contracts are exacted, they will be made and executed with the necessary justification and certification of sufficiency of sureties, in accordance with the instructions printed on the blank forms of contractor's bonds furnished by the department. Such bonds must be executed by the contractor as principal, and by a surety company, or by at least two sufficient and responsible persons, who must be citizens of the island of Cuba, as sureties. Each must affix to his signature a seal, and each signature must be attested by at least one witness. When practicable, there will be a separate witness to each signature.

PAR. 172. A company duly incorporated under the laws of the United States or the island of Cuba, and legally authorized to guarantee bonds, may be accepted as surety. A firm, as such, will not be accepted as surety, nor a partner nor a copartner, for the firm of which he is a member. Stockholders who are not officers of a corporation may be accepted as sureties for such corporations.

PAR. 173. A guarantor, or the guarantors, to a bidder's guaranty may be accepted as surety, or sureties, to the bond of the same person as contractor, provided such guarantor or guarantors are able to justify as required for the bond.

PAR. 174. The sureties, if noncorporate guarantors, must jointly justify in double the amount of the penalty. The affidavit must be taken before a person authorized by the laws of the island of Cuba.

PAR. 175. Contractor's bonds will be executed in duplicate, one to accompany the copy of the contract which is sent to the auditor for the island and the other retained by the official who makes the contract.

PAR. 176. When a contract is entered into for the construction of any public building, or the prosecution and completion of any public work, or for repairs on any public building or public work, the contractor will be required, before entering upon performance of the same, to include in the bond given for the faithful performance of the contract the further obligation that he will promptly make payments to all persons who supply him with labor and materials, for the prosecution of the work provided for in such contract. A certified copy of this contract and bond will be furnished to any person who has supplied such labor or materials, upon his application to the Department, accompanied by an affidavit that the labor or materials have been supplied by him and have not been paid for by the contractor.

ORAL AGREEMENT.

PAR. 177. Supplies may be procured and services engaged by oral agreement, in the manner common among business men, in the following cases:

1. When the public exigencies require immediate delivery of supplies or performance of services, and there is no time to advertise by newspapers or circulars.
2. When prices of articles are fixed and uniform, and no competition can be had.
3. When proposals have been invited and none have been received.
4. When proposals are above the market price or otherwise unreasonable.
5. When the aggregate amount of a purchase, including all items that can reasonably be consolidated, does not exceed $200, if the interest of the government will be promoted by dispensing with public notice or advertisement.

PAR. 178. Before making a purchase by oral agreement the official will inform himself concerning prevailing prices by inquiry among principal dealers in his locality.

PAR. 179. When it is not practicable or advisable to make contracts for public works that have been authorized, immediate report of this fact will be made to the governor, through the secretary of public works, and authority obtained to proceed without (as in cases where no bids have been received after due advertisement, or in the matter of building or repairing public roads, when it is desirable that the work be performed by the residents living along the highway, etc.).

NEWSPAPER ADVERTISING.

PAR. 180. Advertisements for proposals for materials or labor for public works should be inserted in the official paper of the locality where the work is to be performed and in such papers and in such form as will reach probable bidders, and should be restricted as much as is compatible with the necessity of securing the best prices for the work.

PAR. 181. No official advertisement will be published in any newspaper except under special written authority from the secretary of public works, which special authority shall authorize the publication of a given advertisement a specified number of times, in a designated newspaper or newspapers.

PAR. 182. The secretary of public works shall procure and keep in his office a file of prices for advertisements of the various newspapers in which notices are to be inserted.

PAR. 183. Officials will observe conciseness in wording advertisements, and the matter, including the heading and the name of signing officer, must be set up in one paragraph, without dash or blank line, leading or display, and in type no larger than that ordinarily used in advertisements. The specifications and conditions governing a contract will not be published; a statement that they will be furnished on application will suffice. The following is a sample of advertisements set up in accordance with these requirements:

"*Proposal for cement.*—Office of district engineer, department of public works, Matanzas, Cuba, February 12, 1900. Sealed proposals for furnishing and delivering cement for use in repairing the government building, corner Prado and San José streets, Matanzas, will be received here until 12 m. February 24, 1900, and then opened. Information furnished on application. Envelopes containing proposals should be indorsed 'Proposals for cement,' and addressed José González, district engineer."

PAR. 184. Advertisements will, as a rule, allow thirty days to intervene between date of first publication and date of opening bids. If necessity require, a shorter period may be allowed, but no period of less than ten days will be designated except in cases of emergency. Whenever it is found desirable to advertise in the professional papers in the United States fifteen days additional must be given to include the time for the mail to go and return.

PAR. 185. Ordinarily advertisements will be given six insertions in daily or four in weekly papers. In daily papers, when more than ten days are to intervene between the date of first publication and date of opening, four consecutive insertions will at once be given, and two consecutive insertions before the date of opening.

PAR. 186. Vouchers covering bills for advertising in newspapers will be prepared by the publisher in duplicate and presented to the official ordering the work, who will certify to their correctness and forward them to the secretary of public works for approval and comparison with prices on file before payment is made. Clippings from each insertion, with proper dates, will be attached to the vouchers.

PAR. 187. Claims of publishers of official newspapers for advertisements copied from other newspapers without authority will not be paid.

JOB PRINTING.

PAR. 188. Job printing required will be executed under contract, thirty days' notice, when practicable, being given of the opening of the proposals. The period of the contract will not extend beyond the end of the fiscal year in which made, and the contract will be submitted to the secretary of public works for approval.

PAR. 189. Printed letter and note headings for district offices will contain only the designation of the office, post-office address, and blank date. Names of officials or other persons will not be printed on letter or note headings for use in any branch of the service.

PAR. 190. Officials will, as a rule, obtain all blank forms, blank books, etc., by requisition upon the secretary of public works.

PAR. 191. When specifications are printed for material or labor for works of the department, and pertaining to work to be done or materials to be used in actual construction, 50 copies will be printed and forwarded to the secretary of public works, in addition to the number required by the officer in immediate charge of the work.

CORRESPONDENCE.

PAR. 192. Official letters from an employee to one of his superiors must be transmitted through official channels, i. e., through his immediate superior, and so on. Superiors will in each case duly transmit such letters without delay, but will be permitted to accompany them by such remarks as may be pertinent. Should an inferior employee have reason to believe that his letter has not been transmitted, he can send a copy direct, accompanied by an explanation of the reason for such action.

PAR. 193. An official letter should refer to one subject only; letters of transmittal will be used only when necessary, and when used must refer only to the matter transmitted; none are required with rolls, returns, or periodical reports. Telegrams will be followed by official copies sent by first mail.

PAR. 194. Letter paper will be folded in three, and foolscap in four equal folds parallel with the writing. The first fold will be used exclusively for a brief analysis of the contents of the communication, the office marks, and note of inclosures.

PAR. 195. The post-office address of an official's station will be given in his official letters. Indefinite expressions of locality, which do not indicate where the letter was written, will not be used.

PAR. 196. Official communications will be signed or authenticated with the pen and not by facsimiles. Signatures will be plainly and legibly written.

PAR. 197. A letter will be properly briefed at the first office at which it is received and entered.

PAR. 198. Indorsements commence at the top of the second fold and are numbered serially in order of dates on the successive folds, leaving room after each for office marks. Additional space for indorsements will be provided by pasting slips of paper on the under side of the last fold (right edge of original paper), each slip, when attached, to have the same length and width as the original fold and to turn back upon the last fold like the leaf of a book.

The first fold on which the brief is made is always on the outside. Printed labels, by way of indorsement, will not be pasted on official papers. In no case will a loose wrapper be placed around an official paper, except as a mere covering.

PAR. 199. All inclosures will be numbered and given the proper office mark. Inclosures to the original communication are noted on the first fold, just below the brief. If others are added when an indorsement is made, their number will be noted at the foot of the indorsement to which they pertain and also on the first fold of the original communication. To the latter notation will be added the number of the indorsement to which they belong, thus: "One inclosure fifth indorsement." Inclosures to indorsements are numbered in the same series as those to the original paper, and the number of the indorsement to which they belong is added below. If few in number and not bulky, inclosures may be kept inside the original paper; otherwise they will be folded together in a wrapper marked "inclosures."

STATIONERY.

PAR. 200. Official stationery will be used for official business only. Blank forms as approved by the governor of the island, official paper, and penalty envelopes will be obtained from the secretary of public works on application.

PAR. 201. Official communications and other mailable matter relating exclusively to the public business will be transmitted through the mails free of postage if inclosed in the "penalty envelope."

PAR. 202. Packages of public property weighing not more than four pounds may be sent through the mails under cover of the penalty envelope. Penalty envelopes with return address may be furnished to any person from whom official information is desired, or for the return of official vouchers, but will not be furnished to merchants or other dealers to cover the transmission of public property.

PAR. 203. The use of freight or express lines for transmitting official letters or packages that can be sent by mail is forbidden.

PAR. 204. The penalty envelope will not be used for foreign correspondence.

No. 249.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 26, 1900.

For the information and guidance of all concerned the military governor of Cuba directs the publication of the following regulations to govern the conduct of public works of the island of Cuba, paid for out of island funds, and which are in the charge of officers of the United States Army. All provisions, orders, or laws, or parts thereof, in conflict with these regulations are hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

I. Disbursements for public works under the charge of officers of the Army will be made on the forms issued by the auditor of the island.

II. All projects for commencing new works must be submitted to the governor of the island through military channels for consideration.

When plans of any kind for public work have been approved by the governor of the island they must not be departed from in any particular without the express permission of the approving official.

III. The authority of the governor of the island must be obtained for the erection of temporary wharves and buildings required in the progress of a work; for the purchase of surveying instruments, professional books, maps, and charts; of medicines; of means of transportation of surveying parties; for the rent of office room and purchase of furniture for same, and for the purchase or hire of any vessel or boat; and the application for the authority must state the probable cost to be entailed. Extensive repairs upon any wharf, building, vessel, or boat must first be authorized by the governor. His authority must also be obtained for the employment and rate of compensation of assistant engineers, scientists, physicians, inspectors, draftsman, clerks, copyists, overseers, steamboat captains, mates, and pilots. When from the emergency of the work antecedent authority has not been obtained, approval after the fact may be given by the governor at his discretion. In such cases the official making the purchase or procuring the service in reporting the same to the governor shall certify that the emergency of the work was such that the antecedent authority of the governor could not be obtained.

IV. The repairs of instruments may be made under the direction of the officer responsible for them when the exigencies of the service in his opinion require it, and the cost thereof charged to the work on which they are in use.

V. Officers in charge of public works may order journeys made by their subordinates on duty connected with public works within the limits of the districts under their charge. When the emergency is such that time does not permit of obtaining an order previous to making the journey, it may be approved after the fact. In this case the official should certify upon the traveling voucher "that urgent public duty required the journey to be performed without previous orders," and the voucher must be accompanied by the approval of the journey by the proper authority.

VI. Officials traveling under orders on duty connected with the public works will be paid travel expenses from the appropriations for the work for which the journey is required.

VII. The following books and files for each work will be required to be kept by the official in charge:

1. A cash book, with daily record of receipts and expenditures.
2. An appropriation or allotment book.
3. A roll file, showing the name, occupation, time employed, and amount paid to each hired person each month.
4. A file containing a journal of operations, showing a daily record of the occupation of the persons employed on the work, the application of their labor, and miscellaneous facts connected with the work; with contract work, a record of the

quantity of work done by the contractor daily, if possible, or at such times as the work can be measured, stating daily the number and occupation of men employed, and number and kind of machines used by contractor.

5. A file of letters sent.
6. A file of letters received.
7. A file of orders received.
8. A press copy book or file.
9. A property file.
10. An index will be kept with each book and file.

VIII. The following reports and returns for public works will be sent to the military governor, through proper channels, by the officer in charge within ten days after the expiration of the month to which they relate, viz:

Monthly report of operations.
Monthly return of employees.
Monthly abstract of property purchased.

Property returns must be rendered through the same channels for the quarters ending June 30 and December 31 of each year within twenty days after the end of the quarter to which they relate. After a complete return has been furnished, if there have been but few changes during a subsequent quarter, it will be sufficient to state these changes for the quarters ending March 31 and September 30.

IX. Each monthly report of operations will contain a brief financial statement in the following form:

Total cost of work as given in approved project.
Total allotments previously reported.
Allotments received during month.
Total expenditures previously reported.
Expenditures during month.
Cash balance, subject to order of disbursing officer at end of month.
Estimated amount covered by existing contracts.
Estimated other outstanding liabilities.
Estimated available balance at end of month.

X. All money papers relating to each public work of the island, under the charge of officers of the Army, will be sent, within ten days after the expiration of the month to which they relate, by the disbursing officers responsible, direct to the chief of the bureau of accounts of the office of the governor of the island for administrative audit.

Accounts current will be made in triplicate; two copies, accompanied by two sets of abstracts and one set of vouchers complete, will be forwarded.

The approval of the head of the bureau of these accounts, in so far as relates to the necessity or expediency of the expenditure and the prices paid and his certificate that the mode of expenditure adopted, under the laws and regulations from higher authority, was the most economical and advantageous to the Government, shall be final. If the disbursing officer certifies that the mode of expenditure was the most economical and advantageous to the Government, the certificate of the head of that bureau to that effect may be omitted, and will be covered by the approval of said head of bureau indorsed on the account current.

XI. The proceeds arising from authorized sales of public property shall be deposited promptly to the credit of the treasurer of the island, and by him placed to the credit of the appropriation for the work from which they were derived, to be available for requisitions on estimates, in addition to the regular appropriation, if needed.

XII. No official has authority to insure public money or property. Disbursing officers are not authorized to settle with heirs, executors, or administrators except by instructions and approval from the governor of the island.

XIII. When an official is relieved from duty on any work, he shall certify the outstanding debts to his successor and transmit an account of the same to the governor. Unless otherwise ordered, he will turn over the public money and property and the books and papers appertaining to the service from which he is relieved to his successor.

XIV. Certified checks may be accepted as guaranties to proposals and as securities for contracts.

XV. Extensions of contracts can be made only by permission of the officer authorized to approve contracts.

XVI. Whenever a contract is extended, and because of such extension deductions are to be made from sums due or to become due the contractor, the deductions shall be shown upon the vouchers and the balance shall be paid to the contractor. Payment of the expenses due to extensions of contracts shall never be demanded of contractors or received from them by officials or agents in the island government.

XVII. Vouchers in support of partial payments, or on which there are retained percentages, shall be made in triplicate, one copy to be retained by the disbursing officer and two to be forwarded to the accounting officers. It is proposed that the two vouchers be examined and compared when the officer's accounts are adjusted, one to be subsequently withdrawn by the auditor and filed as a subvoucher with the voucher for final payment. The triplicate vouchers referred to can be made without receipts and without copies of any subvouchers which may be filed with the original vouchers; they should, however, be complete in all respects and certified to by the proper officials.

XVIII. All movable public property will, if practicable, be conspicuously branded, or stamped, if of metal, "O. P." before being used.

XIX. An inspector of public property will be detailed by the governor of the island, at such times as the needs of the service require one. It will be the duty of the inspector to examine all property properly presented for inspection. His action will be to condemn and destroy, recommend to be sold, or declare such property still serviceable.

XX. The purchase of supplies and the execution of work will be conducted in the manner most economical and advantageous to the island government. If it be desired to purchase supplies in open market, or to carry on a work by hired labor, in cases not provided for in the Army Regulations, specific authority must first be obtained from the officer authorized to approve the project for the work.

XXI. Except as modified in the foregoing paragraphs, previous orders from these headquarters, and, in so far as they are applicable, the United States Army Regulations, will govern officers in the conduct of the public works.

XXII. The above provisions shall go into effect on and after the 1st of July, 1900.

Special attention is invited to the reports of Maj. W. M. Black, chief engineer of the department, and Sr. José R. Villalón, secretary of public works, which accompany this report and set forth in great detail the work accomplished.

In closing this report, I desire to express my sincere thanks to the secretaries and officials of the insular government for the painstaking and loyal manner in which they have performed their duties and carried out the policy of the military government. Their conscientious performance of duty has contributed very largely to the measure of success that has been attained. I also desire to thank the civil governors and Cuban officials throughout the island for the faithful and conscientious manner in which they have carried out the orders and instructions of the military government.

In reference to the military officers charged with the administration of civil affairs, these officers have, without exception, performed their duties with singular ability and fidelity. Important engineering works, school laws, systematic organization of hospitals and charitable institutions, in fact, work in all departments of the insular government has fallen to their lot. To the best of my knowledge, each and every officer has devoted himself loyally and conscientiously to the performance of the duty assigned to him, and to their faithful work, combined with that of the insular officials, is due whatever success has been obtained by the military government. They have all worked faithfully and devotedly.

I also desire to express my thanks to the officers of my personal and department staff. One and all, they have given their best energies to forwarding the purposes of the military government.

Especially do I desire to express my high appreciation of the services performed by Gen. Adna R. Chaffee, chief of staff; Cols. W. V. Richards and H. L. Scott, and Maj. J. B. Hickey, adjutants-general; Col. George H. Burton, inspector-general, and Maj. R. H. Rolfe, his assistant; Maj. E. S. Dudley, judge-advocate, and Maj. George M. Dunn, his assistant; Lieut. Col. C. F. Humphrey and Maj. C. B. Baker, quartermasters; Maj. Valery Havard, chief surgeon, and Maj. William C.

Gorgas, for general sanitation; Maj. William M. Black and Lieut. W. J. Barden, engineer officers; Col. H. H. C. Dunwoody, chief signal officer; Maj. Tasker H. Bliss, chief of customs service; Maj. E. F. Ladd, treasurer, and Capt. E. C. Brooks, auditor of the island, for able and efficient services in their respective departments; Lieut. Commander Lucien Young, captain of the port; Maj. E. St. J. Greble, superintendent of charities and hospitals; Maj. L. V. Caziarc, supervisor of police; Capt. H. J. Slocum, superintendent of the rural guard; Mr. M. C. Fosnes, director-general of posts, and to my personal aids for their efficient services in various departments.

I also desire to invite attention to the able work of the chief clerk of the military governor, Mr. F. Steinhart, whose devotion to duty has been unremitting and whose conduct of his office has been marked by the highest efficiency and ability.

Very respectfully,

LEONARD WOOD,
Major-General, U. S. V., Military Governor.

The ADJUTANT-GENERAL, UNITED STATES ARMY,
Washington, D. C.

FRANK R. McCOY, FIRST LIEUTENANT, TENTH CAVALRY, AIDE-DE-CAMP.

REPORT

OF

LIEUT. FRANK R. M'COY,

AIDE-DE-CAMP.

HABANA, CUBA, *January 1, 1901.*

SIR: I have the honor to submit the following report of the operations of that department of your office charged with the control of allotment of funds and the general supervision of financial affairs.

During the past six months the customs and internal-revenue receipts, amounting to $10,422,439.19, have been allotted by the military governor, not only for the ordinary running expenses of the government, but to provide means for the work of reconstruction, a very large part for placing the charitable institutions and hospitals of the island on a modern and economic basis, and for the organization of a public-school system.

With the beginning of the American intervention funds were allotted from the island revenues in bulk sums to the various department commanders and expended by them in light of their closer touch with local conditions. This method continued in operation until the 1st of June, 1899, when the present system of allotments was evolved by Maj. Gen. Adna R. Chaffee, chief of staff to Maj. Gen. John R. Brooke, U. S. A., based on a circular of rules and instructions published by the honorable the Secretary of War in furtherance of Executive order of May 8, 1899.

There have been no radical changes in this system, but a reconstructive period with its emergencies and exigencies resulted in large balances in the hands of the civil disbursing officers and furnished a large crop of deficits, principally under the headings of jails, charities and hospitals, and public instruction. At the end of the last fiscal year all unencumbered balances were ordered turned in to the insular treasury, and means were taken to investigate and settle all just claims. To prevent in the future unnecessary accumulations in the hands of disbursing officers, to each of the monthly estimates is attached an extra sheet (marked Exhibit 1), giving a statement of the condition of allotments; and as a further check telegraphic reports of funds on deposit are made at the end of each month by the treasurer of the island.

The military governor, being the unrestricted appropriating authority and directly responsible for the use of state funds, has given his personal attention to the systematizing of the methods of allotments and disbursements. His endeavor has been to safeguard the advance of moneys by allotting on monthly estimates, which must be fully itemized, or refer to previously approved detailed projects, or carefully prepared budgets, which have insured regulated disbursements and proper accounting and auditing.

As a result of the previous year's experience, the secretaries, and officers of the Army serving as heads of departments, were able to comply with the order of these headquarters, to submit budgets of the personnel and matériel required for the new fiscal year, and on these as a basis the monthly estimates have been prepared by their various bonded disbursing officers.

Due to the variety and constant changes of their work, the officers of the Army in charge of engineering and sanitary works were provided for specially by Order No. 249, June 26, 1900, for the governing and conduct of public works, and the explanatory letter of this office of October 8, 1900 (Exhibit 2). For the same reasons the secretary of public works was excepted, and his department is governed in the conduct of public works by Order No. 220, May 28, 1900, based on the regulations of the United States Corps of Engineers.

Until this time, also, the department of finance consisted of a central office in Habana and provincial haciendas in each of the six capitals, which had supervision and control of the finances in so far as internal revenues were concerned. Their administrators, on requisitions of the alcaldes, estimated for those state funds allotted by the military governor as assistance to the impoverished municipalities. The alcaldes had been obtaining these funds in accordance with the provisions of Order No. 25, Jannary 17, 1900, for which they received one check from the administrator of the provincial hacienda for the whole of the monthly disbursement.

This method was changed, in that the administrators forwarded to the alcaldes, simply for distribution, individual checks to cover all the payments for which the alcalde made requisition. The provincial haciendas themselves were found unsatisfactory for prompt disbursing, due to the large districts under their control. Upon the recommendation of the secretary of finance, the island was divided into eleven fiscal zones, arranged with regard to the easiest accessibility to the central offices. The adoption of this plan obviated many of the difficulties and delays. The alcaldes still acted as disbursing agents for the administrators of the fiscal zones, being obliged to make monthly requisitions, receive, distribute, and account for the funds allotted their respective municipalities, for the pay of the police, jail employees, expenses of civil charitable institutions, and for public instruction. This was more than they could properly do. Being paid themselves on a municipal budget, many of them had the independence and faults of town bosses, and did not see the necessity of accounting for their expenditures, nor for making them in accordance with the specific allotments. Endeavor was made to hold them to account by refusing to surrender the monthly allotments until the accounts of the preceding month had been properly rendered. Not being personally interested, this only resulted in many cases in unnecessary deficits. A satisfactory method of making the jail disbursements was provided in Order No. 459, of November 10, 1900, by substituting the jail wardens for the alcaldes as distributing agents. The alcaldes still pay their police, but bonded disbursing officers, whose salaries are paid by the state and included in their own monthly requisitions, were provided for charities and hospitals and municipal instruction.

As the monthly allotments under these headings were so large, and used for rapidly changing and expanding departments, more elaborate methods were adopted for the supervision of their running expenses, and for the consideration of the large claims and deficits resulting from the conditions above named.

The establishment of charitable institutions had been very general throughout the island in the reconcentrado period and in the early days of the intervention. From time to time the support of these institutions was taken over by the government. Nearly all of them had debts which had been contracted without authority. Throughout the island merchants and tradesmen were refusing to grant any more credit. As government aid was extended to them, the money was allotted partly on the requisitions of the superintendents of charities on the staff of each department commander, and partly through the finance department. General coordination was necessary. The remedy was found in centralizing, with one department of charities and hospitals and one superintendent in Habana, to be governed by Order No. 271, July 7, 1900. The various hospitals of the island appointed bonded disbursing officers, who forward monthly itemized requisitions to the superintendent in Habana, where they are consolidated by fiscal zones and forwarded to these headquarters with proper recommendations based on the complete detailed records of his office. Upon these recommendations the funds are allotted to the fiscal zones on their regular monthly estimates.

All just deficits and claims have been paid and no more are being contracted.

The phenomenal expansion of the public-school system and the original organization, based on widespread enthusiasm among people unused to the business of handling funds, gave rise to all sorts of irregularities and many abuses. The monthly allotments have been the largest of all and the most widely distributed. Most of the country districts being far from lines of communication and entirely devoid of banking and business facilities, it has been a difficult problem to obtain proper requisitions for funds and to get the funds to these outlying districts at the earliest possible moment.

Under the original school law, Order No. 226, December 6, 1899, the alcaldes were the presidents of the school boards and the disbursing officers. This school law gave the school boards the power of authorizing new schools and installing same. Every advantage was taken of this; schools were established right and left, usually at the will of the alcalde, until in the spring of 1900 it was seen that there was a prospect of an indefinite expansion which the revenues of the island would soon be unable to stand, and the military governor, under date of March 3, 1900, ordered that no more schools should be established except by his authority. The allotment for the month of April was taken as the limit until the school system should be organized on a business-like basis.

Until the publication of the new school law in Order No. 368, August 1, 1900, funds were obtained for the expenses of municipal instruction by requisition of the alcades on the disbursing officers of the fiscal zones, for the amounts necessary for personnel, material, and rents. The disbursing officers in turn made requisition on these headquarters on their regular monthly estimates, and allotments were made accordingly, without having any definite information as to the actual personnel of the schools or of the local conditions; which information can, under the present system, be obtained from the office of the commissioner of public schools.

To provide against this indefinite allotment, and in order that this office might be cognizant of the specific disposal of the funds, the alcaldes were instructed to fill out and send to these headquarters a monthly statement, showing the name and grade of each teacher, with amount of monthly salary; names of janitors and their salaries; the location of the different schools; the amount of rental paid for each school, and the amount of material necessary for the month, etc. This blank was known as Form 20 (Exhibit 3), and the allotments of funds were in accordance therewith, until October 1, 1900.

The trial made with this blank sufficed to show it an excellent safeguard, and with the creation of the office of commissioner of public schools the plan was extended still further by the adoption of Form 16 (Exhibit 4), which contained even more specific data than provided for in Form 20, and requiring said blank to come through the commissioner of public schools in order that that official might make recommendations in accordance with the provisions of the school law and the records of his office.

With this system it is possible for this office to know the exact purpose for which every cent has been allotted, and for the auditor to require proper accounting. The funds are disbursed through the fiscal zones, and the secretary of the local school board, a bonded official who is personally interested in making the requisitions, in accounting and disbursing properly at the earliest possible moment. The only delay now known in the payment of school-teachers is caused by the hardship on those in country districts who are obliged to come to the secretary's office, often from long distances, over the worst of roads, to sign the pay rolls. This, too, will soon be obviated by the use of individual vouchers, containing the certificate and receipt of the teacher and the certificate of the subdistrict director of the teacher, that he or she has taught the school for the period covered by the voucher. These vouchers can be forwarded by mail to the secretary of the board of education, who will certify as to the authorized appointment and name of the teacher and then transmit the same to the administrator of the fiscal zone, who, upon receipt of the vouchers, will send check by mail.

The administrative machinery of the school system is now running smoothly, and the regular monthly budget of about $300,000 will be sufficient for the ordinary expenses. As conditions in the island have become normal the necessity for extraordinary expenditures, such as for sanitation, general charities, and for reconstruction have lessened and provided more funds for placing the public schools of the island on a modern basis. In January of last year the military governor visited schools in all parts of the island. In some of the outlying districts there was a special interest and enthusiasm in establishing schools, but means were wanting for even the most ordinary makeshifts of installation. In the town of Baire, in an out-of-the-way district of Santiago province, there were huddled 75 to 80 children on improvised benches, with a blackboard which consisted of a rubber poncho, a piece of soft limestone for chalk, and no books or other supplies. An American officer riding through the village had found them without any blackboard, and had tacked up his rubber blanket for that purpose. On the return from this trip of inspection contracts amounting to $587,000 were let to various firms for all sorts of school furniture, books, and supplies. These were all received and distributed during the spring and summer. Every effort was made to arouse local pride, so that these supplies would be transported from the ports and set up in the schools scattered over the island. In July, however, special inspectors who were sent to all the schools reported that in most cases the furniture, desks, and tables were stored in the larger towns. The state then assumed the expense of distribution and installation, in order to have the schools properly equipped for the term beginning in September.

At the beginning of the intervention there was not a public school building in the island. The present schools have all been established in private houses for which the state pays the rent. In most of the large towns of the island the state buildings, formerly occupied by Spanish troops, have become available for this purpose, and in many instances the military governor has caused them to be transformed into modern and convenient school buildings; notably in the city of Santa Clara, where the old Cuartel Alfonso XIII was converted at a cost of $14,005.20, and another barrack building at a cost of $6,400.25. At Colon the old barracks were remodeled at a cost of $6,000. Many others of these old Spanish cuartels the military governor has ordered reported upon with a view of transforming them into public-school buildings.

About $750,000 were expended for municipal instruction in the first year of the intervention. During the past year, ending December 31, 1900, $4,009,460.31 were allotted for the organization and support of the public schools. It is interesting to compare with the antebellum times of the Spaniards, when the annual expenses of public instruction reached about $400,000, and were covered with the proceeds of the tax that the municipalities collected as a surcharge on the rates of the state tax on trade, commerce, and professions. The proceeds of these taxes, however, had always been insufficient to pay the whole of the expenses, with the result that municipal schools were in the worst possible condition, not only in regard to the schoolhouses, but also as to the salary of the teachers, in the payment of which there was no sort of punctuality. In some places their salaries were as much as three years overdue. There is a Spanish proverb, "As hungry as a school-teacher."

In keeping with the reorganization of the personnel of the University of Habana, ample provision has been made for the installation of the different chairs in the state buildings located in the city. Belascoain Barracks has been transformed into a school of medicine, with its laboratories properly installed and provided with the latest improved instruments. The old quartermaster's storehouse in Carlos III, at an expenditure of $35,000, is now a thoroughly equipped laboratory for the faculty of medicine and pharmacy. The institutions of secondary instruction in the six provincial capitals have also been reorganized, the means having been provided by the state for putting them into condition to meet the requirements of the period.

In the establishment of law and order it has been deemed of the utmost importance that the judiciary should not depend upon the uncertainty of municipal budgets, and the state has therefore assumed the entire judicial burden of the island, with the exception of the expenses of correctional courts. These were for a time supported by the state, but since December 1, 1900, they have been a charge against their respective ayuntamientos, as directed in order No. 449, November 2, 1900.

From time to time occasions have arisen for the state to come to the assistance of certain departments or municipalities for extraordinary expenses for which their budgets did not provide. By orders No. 164, April 18, 1900, and No. 316, August 11, 1900, elections of municipal officials and delegates to the constitutional convention were held throughout the island on June 16 and September 15, 1900, respectively. For the expenses of these the secretary of state and government was ordered to prepare a budget, and payment of same was made by the state, amounting to $38,619.89 for the municipal elections and $42,654.05 for the election of delegates to the constitutional convention.

For the purchase of horses and cattle for distribution in the poorer range districts $110,000 has been appropriated. This is in the nature of a loan, as the cattle are to be sold on easy terms of payment, proper security being taken for its return.

To give some idea of the routine of this office a typical estimate is shown as Exhibit 5.

This estimate blank is uniform for all disbursing officers. The monthly estimates of the military disbursing officers come in triplicate to this office from the auditor of the island, with a numerical check, and the indorsement signed by the auditor showing a statement of the accounts of the officer. From the records of these headquarters the estimate is checked as to the authority for the different items. It is then prepared for the signature of the military governor, whose final check on the necessity and the expediency of the allotments is determined by his thorough knowledge of every part of the island, from reports of operations and by his frequent inspections of all work being carried on. One copy of this estimate is retained in this office for its records, another forwarded to the secretary of finance for his information, and the third returned to the auditor for the issue of an accountable warrant, which is attached to the triplicate copy of the estimate and returned to these headquarters for the counter signature of the governor-general. The different items are then charged under the proper headings in the allotment book of this office. The auditor makes the same charges on return of the warrant to his office, and forwards it to the treasurer of the island, so that the money may be placed to the credit of the disbursing officer.

Semiweekly reports (Exhibit 6) are forwarded to this office by the auditor and treasurer of the balances on hand and the warrants by number drawn up to date. The treasurer also gives a statement of collections. (Exhibit 7.) The very complete allotment book of these headquarters gives a final check on these reports. Attention is invited to explanatory letter (Exhibit 8) herewith attached and marked exhibits, which give the total expenditures for the year January 1 to December 31, 1900.

As soon as the approval of the military governor is had upon any estimate the drawer is informed by telegraph or letter, depending upon the facilities for quick mail communication, so that he may carry on the work with a full knowledge of the approval of the military governor.

About the middle of the month the estimates from the fiscal zones and civil disbursing officers are received. These all being based on approved projects or budgets, the money is not put to their credit until the last days of the month.

For the past six months the average of the monthly allotments has been $1,737,073.20, constantly keeping on hand a balance of about a million and a half to provide against emergencies.

At the time of relinquishment of Spanish sovereignty the treasury was left bare of money, and even many of the records concerning the administration of public moneys were lost. All of the current obligations of the last year and many of the preceding were left unpaid. To appreciate fully the difficulty of introducing American methods into the handling of public moneys one must know the vicious money habits of officials of Spanish times. Few fixed salaries were paid Spanish colonial officials, and in many cases no salaries were attached to the positions. (These were often most eagerly sought.) Percentages of receipts, fees, or "gratificaciones," which are in the nature of perquisites, usually determined upon by interested superiors, were the means of payment. As a rule employees, teachers, etc., were paid by the means of "habilitado." An individual without official status was semiofficially recognized as a paymaster, who relieved the payees of the red tape and delays incident to obtaining their pay, for which he withheld a commission, varying directly with the difficulty and delays which he experienced in securing their money.

Under such conditions accounting and auditing could be but mere formalities. With these methods inbred, and followed by the loose philanthropic methods of the early days of the American occupation, the Cubans were not receptive to the exacting regulations in accounting and auditing which have been gradually forced upon them. Remembering, too, that 65 per cent of the people are illiterate and had become dependent in a measure upon contributions, either as individuals, or on state assistance as municipalities, and it has been in this order that aid has been gradually withdrawn from them by the administration, as they were able to bear their own burdens. They needed saving from absolute dependence upon indirect taxation. Petitions and mass meetings have become very frequent to influence the military governor into doing away with all direct taxation, and petitioning him to pay all expenses, state and municipal, from the customs receipts.

Another serious hindrance was the difference in ordinary business methods, and the almost complete absence of what we term business facilities. As a corollary to the hostility to government in general was their lack of confidence in all forms of paper. Business was carried on on a strictly coin basis, and exchanges, even those on a large scale, were made in French and Spanish gold. Before the war there was only one bank in the island—the Spanish bank of Habana—and it was more of the nature of a subtreasury for the convenience of the Spanish Government than as an exchange for the benefit of business interests. At first even the United States Government checks could not be cashed without high rates of exchange, but with the establishment of American banks and the branching out of the fiscal agents of the United States in the provinces banking facilities as we know them were at hand, and the island government, instead of making all its payments in cash, by order of April 6, 1900, issued checks to the disbursing officers on these depositories. And later on the method of payment by checks was extended throughout the island to the payment of school teachers and the smaller salaried officials. This has been an education in itself.

It has been the task of this military government to take up the loose ends of an administration notorious for its maladministration of finances with the avowed object of establishing a stable government by the use of American methods and in conformity with American ideals. The problem was an original one, and it has been solved in such a manner as to win the confidence of a suspicious people, whose hostility to government in the abstract has been changed into trust in its word and paper.

Very respectfully,

FRANK McCOY,
Aide-de-Camp.

The ADJUTANT-GENERAL DEPARTMENT OF CUBA.

EXHIBIT 1.

[Extra Sheet F, Form 01. Page ——.]

General head	Estimate.			Allowed.		
Subhead	Dollars.		Cts.	Dollars.		Cts.
....	....	....	......	....	....	......
....	....	....	......	....	....	......
....	....	....	......	....	....	......
....	....	....	......	....	....	......
....	....	....	......	....	....	......
Total carried..	....	....	......	....	....	......

EXHIBIT 2.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 8, 1900.

To the Disbursing Officer at —— ——.

SIR: The military governor directs me to call your attention to certain paragraphs of Civil Order No. 249, current series, these headquarters, for governing conduct of public works, by which is meant all sorts of work in charge of officers of the army for which island funds are used.

The projects called for in paragraph 2 should be submitted in duplicate. They should contain a statement of the existing conditions which are to be rectified by the proposed work, showing the defects existing at present and the benefits to be derived from the work. There should be submitted an itemized estimate of the cost of the work proposed, together with a recommendation as to the methods in which the work is to be done—whether by hired labor with materials purchased by contract or in open market, or whether by oral or written agreement, or by contract (understanding by contract a formal written contract as contemplated by paragraph 549, A. R.), with the reasons for the recommendation. In order to save time request for authority to hire or to make purchases as called for in paragraph 3 of Order No. 249 should also be sent for approval in case the project is approved.

Estimates for funds to be expended under projects approved by the military governor should contain, under the items intended for the project, a notation in red ink as follows:

> "Authorized by indorsement (or letter) Headquarters
> Division of Cuba, ______(Month.)_______ ____(Day.)____
> 19......, L. R. (or L. S.) No. .... Civil File, Division of Cuba, 19......"

Blank statement of condition of allotments will be filled out and attached as an extra sheet to each estimate.

The bureau of accounts, mentioned in paragraph 10, is in the office of the adjutant-general, and all papers referred to in that paragraph should be sent direct to the adjutant-general, who will later transmit the vouchers, one account current, and such other papers as he may deem necessary, to the auditor.

The reports and returns required by paragraphs 8 and 9 should be promptly and regularly rendered, so that the military government can keep in touch with the public works throughout the island, and in order that record and report can be made of the conscientious and capable work performed by the subordinate officers during the military occupation of Cuba.

Very respectfully,

H. L. SCOTT,
Adjutant-General.

EXHIBIT 3.

No. 00.20

Estimate of funds for public instruction for the month of ——— ——— *for the municipality of* ——— ———, *province of* ——— ———.

Number.	Name of teacher.	Grade of instructor.	Name of janitor.	Location of school.	Enrollment.	Enrollment preceding month.	Average daily attendance preceding month.	Other schools in same building.	Other schools under same janitor.	Date to which last paid.	Salary of instructor.		Salary of janitor for the building.		Rent for building.		Material.		Total.	
											Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.
...	....	....	....	....	....	......	......	......	......	......	....	...	....	...	....	...	....	...	....	...
...	....	....	....	....	....	......	......	......	......	......	....	...	....	...	....	...	....	...	....	...
...	....	....	....	....	....	......	......	......	......	......	....	...	....	...	....	...	....	...	....	...
...	....	....	....	....	....	......	......	......	......	......	....	...	....	...	....	...	....	...	....	...
...	....	....	....	....	....	......	......	......	......	......	....	...	....	...	....	...	....	...	....	...
	Total	....	....	....	....	......	......	......	......	......	....	...	....	...	....	...	....	...	....	...

Remarks ....

....

I certify on honor that the above estimate is correct and just to the best of my knowledge and belief, and that no school building for which rent is paid is owned by the state or a member of the board of education.

——— ———, *Secretary of Board.*

——— ———, *Alcalde, President of Board.*

[Indorsement.]

EXHIBIT 3.—Estimate of funds for public instruction for the municipality of ——— ——— for the month of ——— ———.

EXHIBIT 4.

[Form 16.]

Estimate of funds for public instruction for the month of ——— ——— for the district (municipal or city) of ——— ———, province of ——— ———, Cuba.

Number.	Name of teacher.	Grade of instructor.	Name of janitor.	Location of school.	Enrollment preceding month.	Average daily attendance preceding month.	Other schools in same building.	Other schools under same janitor.	Date to which last paid.	Salaries of instructors.		Salaries of janitors for the buildings.		Rent for buildings.		Material.		Total.	
										Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.
	Total	......	....	....															

......................truant officers..................days at $............per day............

......................enumerators..................days at $............per day............

Clerk of the board of education..

All other purposes..

Grand total..

Remarks..

....

I certify on honor that the above estimate is correct and just to the best of my knowledge and belief, and that no school building for which rent is paid is owned by the state or a member of the board of education.

——— ———,
Secretary of Board.

——— ———,
President of Board.

DIRECTIONS.

This form shall be made in triplicate, and on or before the 15th day of the month preceding the month for which it is made. One copy will be retained by the clerk of the board of education for file in his office. Two copies will be forwarded to the commissioner of public schools, who will forward one copy to the military governor, stating thereon his approval or disapproval by items, and will file the other copy in his office.

In the column headed "Enrollment preceding month" give the enrollment as reported by the teacher on form 4 for the month preceding that in which the estimate was made.

In the column headed "Grade of instructor" insert "principal" or "teacher" as the case may be.

In the column headed "Average daily attendance preceding month" insert average daily attendance taken from the teacher's report for the month preceding that in which the estimate is made, taken from Form 4.

In the column headed "Other schools in the same building" designate such schools by the number given them in the first column of the blank form.

In the column headed "Other schools under the same janitor" designate such schools by the number given them in the first column of the blank. Give the salary of the same janitor but once; also the rent for the same building.

The column headed "date when last paid" is intended for both teachers and janitors. If this date is not the same for each, insert both dates, that of the teacher first.

After "Remarks" give the kind of and necessity for the material needed and the necessity for the estimate for "All other purposes."

In case the blank does not afford sufficient space a special written report may be attached to each, setting forth in full a statement of the materials needed and such other matters as may be of importance; two blanks may be used.

(See paragraph 44.)

[Indorsement.]

EXHIBIT 4.—Estimate of funds for public instruction for the district (municipal or city) of ——— ———, province of ——— ———, Cuba, for the month of ——— ———, 190—.

EXHIBIT 5.

[Form 01.]

[Page 1.]

Department of finance, island of Cuba. Number of extra sheet ——.

Recapitulation.	Estimate.		Allowed.	
	Dollars.	Cts.	Dollars.	Cts.
State and government:				
Central office	$			
Province of —— ——				
Hospitals and charities				
Jails				
Public buildings				
Total				
Justice:				
Central office				
Supreme court				
Courts of province of —— ——				
Public buildings				
Total				
Public instruction:				
Central office				
University and state schools				
Public buildings				
Total				
Finance:				
Central office				
Province of —— ——				
Postal service				
Customs service expense				
Refundments				
Money orders and registered mail				
Quarantine				
Public buildings				
Total				
Agriculture, industry, and commerce:				
Central office				
Province of —— ——				
Total				
Public works:				
Central office				
Province of —— ——				
Public works				
Total				
Municipalities:				
Police				
Instruction	81	00		
Sanitation	90	58		
Hospitals and charities	484	73		
Miscellaneous				
Total				
Military department:				
Barracks and quarters				
Administration and rural guard				
Miscellaneous				
Total				
Total	656	31	656	31

Office of disbursing officer, July 2, 1900.

[Page 2.]

To the AUDITOR OF CUBA,
Havana, Cuba.

SIR: Please cause warrant to be issued on the treasurer of Cuba in favor of Capt. C. B. Hoppin, Q. M., 2d Cavalry, D. Q. M., for six hundred fifty-six dollars and thirty-one cents, payable from customs receipts, being the amount required by this office for deficiency for fiscal year ending June 30, 1900, as per itemized estimate herewith attached.

My accounts have been rendered to June 30, 1900.

Signature, Official title, FRANK D. ELY,
1st Lieutenant, 2d Infantry,
Disbursing Officer.

OFFICE OF THE AUDITOR,
Havana, Cuba, July 13, 1900.

Balance due from the above-named officer, per auditor's books, none. Unsettled accounts in the auditor's office show $9,944.54.

Respectfully transmitted to the military governor for his action.

E. C. BROOKS,
1st Lieut., 6th Cav., Auditor for Island of Cuba.

Office of the Military Governor,
Havana, Cuba, July 15, 1900.

Approved for the sum of $656.31, and returned to the auditor for allowance and the issue of an accountable warrant for said amount.

Leonard Wood,
Major-General, U. S. V., Military Governor.

Office of the Auditor,
Havana, Cuba, July 15, 1900.

Allowed, pursuant to the foregoing approval of the military governor, and warrant No. 1382 issued hereon for $656.31.

E. C. Brooks,
1st Lieutenant, 6th Cavalry, Auditor.

[Page 3.]

[Extra sheet F, Form 01.]

General head..................Municipalities......................	Estimate.		Allowed.	
Subhead.....................Instruction.......................	Dollars.	Cts.	Dollars.	Cts.
For expenses incurred in handling and reshipping school furniture:				
Rent of warehouse, 2 months, at $11.47 per month	22	94		
Lumber, used in reshipping	28	06		
Nails, used in reshipping	5	00		
Labor, handling and reshipping	25	00		
To recapitulation	81	00		
Total carried				

[Page 4.]

General head..	Estimate.		Allowed.	
Subhead..	Dollars.	Cts.	Dollars.	Cts.
Amount brought forward				
Total carried				

[Page 5.]

[Extra sheet F, Form 01.]

General head..................Municipalities......................	Estimate.		Allowed.	
Subhead.....................Sanitation.......................	Dollars.	Cts.	Dollars.	Cts.
Balance due for removal of garbage, Sagua la Grande; period from June 4 to 30, inclusive; Domingo Vera	50	31		
Balance due for cleaning of the streets of Isabella de Sagua, period of June 17 to 30, inclusive; pay roll	40	27		
(Note.—It had been intended to make the balance on hand at Isabella May 1 suffice for the cleaning of streets until June 30, but the conditions resulting from dead fish being left by the tides in the streets of the town required the amount asked for above, in excess of the amount then on hand.)				
Total carried to recapitulation	90	58		

[Page 6.]

	Estimate.		Allowed.	
General head				
Subhead	Dollars.	Cts.	Dollars.	Cts.
Amount brought forward				
Total carried				

[Page 7.]

[Extra sheet F, form 01.]

		Estimate.		Allowed.	
General head—Municipalities					
Subhead—Charities and hospitals		Dollars.	Cts.	Dollars.	Cts.
To Juan Fernandez, for 18 cu. mrs. sand at	$1.35	17	55		
(Used in completion drains and sewer system, civil hospital "Pocurull.")					
To Arronte and Hno., materials for completion of sewer system, drains, repairs to closets, roof drainage, and general repairs at civil hospital "Pocurull," as follows:					
7,117 lb. C. I. pipe, 3" and 4", at 3½ cts	$249.09				
509 lb. lead, at 5 cts	25.45				
2,500 bricks, at $13.50	33.75				
4 bbls. cement, at $5.25	21.00				
27½ lb. nails, at 4 cts	1.10				
101 yards rain gutters, at 60 cts	60.60				
40 yards of tubes for same, at 50 cts	20.00				
4 funnels, at $1.25	5.00				
27 yards ventilating tubes on closets, at 40 cts	10.80				
50 lb. lead, at 5½ cts	2.75				
200 lb. cement, Cuban	8.45				
162 lb. nails, at 4 cts	6.48				
125 lb. cement, "Campana"	2.20				
Asstd. nails, $1.65; paint, $12.00	13.65				
Oil, $4.40; turpentine, $1.20	5.60				
Hinges, $1.80 (10 prs.): 3 sets hinges, 60 cts	2.40				
18 rings, at 7 cts	1.26				
Tacks, 50 cts; screws, galv. nails, etc., 90 cts	1.40				
2 hatchets, at 60 cts	1.20	467	18		
Total carried to recapitulation		484	73		

[Page 8.]

	Estimate.		Allowed.	
General head				
Subhead	Dollars.	Cts.	Dollars.	Cts.
Amount brought forward				
Total carried				

[Form 01.]

[Finance department, island of Cuba.]

Estimate of deficiency customs funds required by First Lieut. Frank D. Ely, Second U. S. Infantry, disbursing officer at Sagua la Grande, Cuba, for the fiscal year ending June 30, 1900.

NOTE 1.—The amount "allowed" should be left blank.

NOTE 2.—The number of extra sheets and the number of each page to be filled in as guard against loss.

NOTE 3.—This form of estimate of funds will be used for all moneys required.

NOTE 4.—This estimate should reach division headquarters by the 20th of the month next preceding that for which funds are required.

[Office of First Lieut. Frank D. Ely, Second U. S. Infantry, disbursing officer, Sagua la Grande, Cuba.]

Treasurer of Cuba:

SIR: Please place funds to my credit as follows:

	Dollars.		Cts.
N. A. T. Co., Habana	......	......	.....
N. A. T. Co., Santiago	......	......	.....
N. A. T. Co., Cienfuegos	......	656	81
N. A. T. Co., Matanzas	......	......	.....
N. A. T. Co., New York	......	......	.....
......	......	......	.....
......	......	......	.....
Total	......	656	81

(Signature) FRANK D. ELY,
First Lieutenant, Second Infantry,
(Official capacity) *Disbursing Officer.*

NOTE.—The above to be filled out by the disbursing officer making the estimate.
The within estimate is approved.

JAMES H. WILSON,
Brigadier-General, U. S. V., Commanding.

EXHIBIT 6.

HABANA, *June 23, 1900.*

Semi-weekly statement of auditor and treasurer, island of Cuba.

Date 1900.	Subject.	Dollars.	Cts.
	Cash on deposit close of business above date	2,450,540	00
	Last receipt issued, No. 2158. Last warrant paid, No. 1190. Previous warrants unpaid: 1126-7-8-9-30-1-2-3-4-5-6-7-8-9-40-1-2-3-4-6-7-8-49-52-3-6-7-8-60-1-1164 to 1189, inclusive. Correct. E. F. LADD, *Treasurer.*		
	OFFICE OF THE AUDITOR, *June 23, 1900.*		
	Amount of warrants drawn and unpaid per statement above	247,390	94
	Available balance	2,203,149	06
	Last warrant drawn, No. 1191. Correct. E. C. BROOKS, *Auditor.*		

[Indorsement.]

Report of treasurer and auditor for period ending June 23, 1900.

EXHIBIT 7.

[Headquarters Division of Cuba, office of the treasurer of the island of Cuba, Habana, Cuba.]

Statement of customs receipts for the week ending December 29, 1900.

Baracoa	......	6	892	40
Batabano	......	......	......	....
Caibarien	......	......	......	....
Cardenas	......	......	......	....
Cienfuegos	......	27	115	89
Gibara	......	6	756	28
Guantanamo	......	......	......	....
Habana	......	199	075	04
Manzanillo	......	12	421	48
Matanzas	......	9	416	88
Nuevitas	......	11	638	28
Sagua la Grande	......	......	......	....
Santa Cruz del Sur	......	......	85	72
Santiago	......	24	545	33
Trinidad	......	......	......	....
Tunas de Zaza	......	......	......	....
Total	......	297	896	70

E. F. LADD,
Treasurer of the Island of Cuba.

[Indorsement.]

Treasurer's statement of customs receipts for the week ending December 29, 1900.

EXHIBIT 8.

HEADQUARTERS DEPARTMENT OF CUBA,
OFFICE OF THE ADJUTANT-GENERAL,
Habana, January 1, 1901.

SIR: I have the honor to inclose herewith statement showing the different exhibits as comprised in the statement of funds allotted from these headquarters during the period January 1 to December 31, 1900.

Exhibit A shows amount of funds allotted for the month of January, 1900, as disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit B shows amount of funds allotted for the month of February, 1900, as disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit C shows amount of funds allotted for the month of March, 1900, as disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit D shows amount of funds allotted for the month of April, 1900, as disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit E shows amount of funds allotted for the month of May, 1900, disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit F shows amount of funds allotted for the month of June, 1900, disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit G shows recapitulation allotment of funds disbursed through haciendas January 1 to June 30, 1900.

Exhibit H shows recapitulation allotment of funds disbursed through military disbursing officers January 1 to June 30, 1900.

Exhibit I shows recapitulation, by months, disbursement of funds made through haciendas and military disbursing officers, as per appropriations, from January 1 to June 30, 1900.

Exhibit K shows amounts collected and expended at the 16 custom-houses in the island of Cuba, January 1 to June 30, 1900.

Exhibit L shows amount of funds allotted for the month of July, 1900, as disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit M shows amount of funds allotted for the month of August, 1900, as disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit N shows amount of funds allotted for the month of September, 1900, as disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit O shows amount of funds allotted for the month of October, 1900, as disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit P shows amount of funds allotted for the month of November, 1900, as disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit Q shows amount of funds allotted for the month of December, 1900, as disbursed through haciendas and through military disbursing officers under the different appropriations.

Exhibit R shows recapitulation allotment funds disbursed through haciendas July 1 to December 31, 1900.

Exhibit S shows recapitulation allotment funds disbursed through military disbursing officers July 1 to December 31, 1900.

Exhibit T shows recapitulation, by months, disbursement of funds through military disbursing officers and haciendas, as per appropriations, from July 1 to December 31, 1900.

Exhibit U shows amounts collected and expended at the 16 custom-houses in the island of Cuba July 1 to December 31, 1900.

Exhibit V shows grand recapitulation amounts collected and expended at the 16 custom-houses in the island of Cuba from January 1 to December 31, 1900.

Exhibit W shows grand recapitulation, by months, disbursement of funds made through military disbursing officers and haciendas, as per appropriations, from January 1 to December 31, 1900.

Exhibit X shows grand consolidated statement of receipts and disbursements, island of Cuba, for the period January 1 to December 31, 1900.

These exhibits, from A to X, show every dollar allotted to each municipality throughout the island, and the exhibits hereof are a facsimile of the blank devised and used at these headquarters, and in fact all exhibits made, financial records kept, etc., were devised at these headquarters and found satisfactory.

The record of the allotment of funds made by accountable warrants from these headquarters for the entire island of Cuba, is kept in one volume containing seven hundred and fifty pages. In the first one hundred pages the accountable warrants are entered in numerical order under the different departments or divisions, such as city of Habana, province of Matanzas, etc., custom-houses, postal department, and the different civil departments, which at present are divided into 11 fiscal zones. A glance at these pages will show the total amount expended for the month or period to date as desired.

Second. The warrants are entered in each department or division to which they pertain. Each department or division is allotted twenty-five pages in which the warrant pertaining to such department or division is entered in numerical order under the different appropriation headings, as sanitation, charities and hospitals, public works, public buildings, rural guard, public instruction, elections, etc., showing the amounts allotted, amount asked for, and the amount eliminated for the month or period desired.

A daily balance or check of the book is made in the following manner:

By balancing the amounts allotted to the different departments or divisions with the total amount allotted in the first hundred pages of the accountable warrant book, thereby verifying and showing the actual amount allotted to date, thus making a double check on the allotments made from these headquarters.

Very respectfully,

THOMAS H. LEDDEN,
Chief of the Financial and Statistical Division.

F. STEINHART, Esq.,
Chief Clerk, Headquarters Department of Cuba, Habana, Cuba.

This book, which shows the entire allotments made from these headquarters for the whole island, and which has been exhibited to and favorably commented upon by the honorable Secretary of War, is kept by the chief bookkeeper at these headquarters, Mr. Thomas H. Ledden, who, I am glad to state, has performed this difficult task in the most efficient manner, his record being absolutely correct and clean, and showing a thorough knowledge of business methods and ability, and I can not too highly recommend Mr. Ledden for the services rendered by him. He has two assistants in his department, Messrs. Roy H. Neely and J. D. Harris, whose duties are to assist him in the financial and statistical department at these headquarters, and who have also performed their duties most diligently and faithfully.

F. STEINHART, *Chief Clerk.*

EXHIBIT A.—*Statement of allotment of funds for the month of January, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Pinar del Rio:						
Pinar del Rio	$2,296.66	$9,078.64	$2,365.50	$61.90	$1,770.26	....
Consolacion del Norte	....	....	....	....	175.00	....
Consolacion del Sur	....	....	....	....	362.50	....
San Juan y Martinez	....	....	....	....	365.00	....
San Luis	....	....	....	....	375.00	....
Vinales	....	....	....	....	488.50	....
San Cristobal	....	....	....	....	125.00	....
Candelaria	....	....	....	....	250.00	....
Palacios	....	....	....	....	175.00	....
San Diego de los Baños	....	....	....	....	125.00	....
Guanajay	....	....	....	....	1,021.62	....
Artemisa	....	....	....	....	175.00	....
Cabanas	....	....	....	....	159.00	....
Guayabal	....	....	....	....	178.00	....
Mariel	....	....	....	....	250.00	....
Total	2,296.66	9,078.64	2,365.50	61.90	5,989.88	....
Province of Habana:						
Habana	9,563.77	26,708.63	16,193.66	5,108.10	10,697.28	$14,464.82
Total	9,563.77	26,708.63	16,193.66	5,108.10	10,697.28	14,464.82
Province of Matanzas:						
Matanzas	1,212.50	5,719.10	2,727.28	....	4,714.25	1,088.06
Canasi	....	....	....	....	193.25	....
Guamacaro	....	....	....	....	297.25	....
Santa Ana	....	....	....	....	180.00	....
Cardenas	....	....	....	....	802.08	2,000.00
Carlos Rojas	....	....	....	....	237.66	....
Marti	....	....	....	....	389.74	....
Maximo Gomez	....	....	....	....	310.00	....
Jovellanos	....	....	....	....	336.24	....
Alacranes	....	....	....	....	434.49	....
Bolondron	....	....	....	....	291.42	....
Cabezas	....	....	....	....	288.20	....
Union de Reyes	....	....	....	....	235.20	....
Sabanilla del Encomendador	....	....	....	....	412.66	....
Colon	....	....	....	....	739.22	....
Cuevitas	....	....	....	....	226.20	....
Macagua	....	....	....	....	379.57	....
Macuriges	....	....	....	....	465.84	....
Manguito	....	....	....	....	444.57	....
Mendez Capote	....	....	....	....	54.98	....
Perico	....	....	....	....	370.50	....
Roque	....	....	....	....	296.83	....
San Jose de los Ramos	....	....	....	....	228.15	....
Jaguey Grande	....	....	....	....	138.75	....
Total	1,212.50	5,719.10	2,727.28	....	12,467.05	3,088.06
Province of Santa Clara:						
Santa Clara	2,038.37	5,647.94	2,348.10	132.50	23,000.00	....
Total	2,038.37	5,647.94	2,348.10	132.50	23,000.00	....
Province of Puerto Principe:						
Puerto Principe	2,345.00	7,278.00	1,806.56	371.66	3,000.00	....
Total	2,345.00	7,278.00	1,806.56	371.66	3,000.00	....
Province of Santiago de Cuba:						
Santiago de Cuba	3,896.63	15,508.90	4,080.94	3,449.12	13,911.50	....
Total	3,896.63	15,508.90	4,080.94	3,449.12	13,911.50	....
Grand total	21,352.93	69,941.21	29,522.04	9,123.28	69,065.71	17,552.88

EXHIBIT A.—*Statement of allotment of funds for the month of January, 1900*—Cont'd.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Pinar del Rio:					
Pinar del Rio	$64.35	$7,986.00	$1,113.08		$24,686.39
Consolacion del Norte		1,000.00			1,175.00
Consolacion del Sur		2,090.00			2,452.50
San Juan y Martinez		1,440.00			1,805.00
San Luis		1,070.00			1,445.00
Vinales		1,890.00			2,378.50
Guane		1,600.00			1,600.00
Mantua		780.00			780.00
San Cristobal		1,600.00			1,725.00
Candelaria		850.00			1,100.00
Julian Diaz (antes Paso Real)		710.00			710.00
Palacios		850.00			1,025.00
San Diego de los Baños		1,070.00			1,195.00
Guanajay		1,950.00			2,971.62
Artemisa		1,640.00			1,815.00
Bahia Honda		1,000.00			1,000.00
Cabañas		1,030.00			1,239.00
Guayabal					173.00
Mariel		850.00			1,100.00
Total	64.35	29,406.00	1,113.08		50,376.01
Province of Habana:					
Habana	8,391.63	150.00	27,054.79	$3,364.70	121,697.38
Marianao		995.00			995.00
Bauta		615.00			615.00
El Cano		390.00			390.00
Guanabacoa	12.83				12.83
Managua		615.00			615.00
Santa Maria del Rosario			210.66		210.66
Jaruco	59.85	540.00			599.85
La Salud		310.00			310.00
Aguacate		310.00			310.00
San Pablo de Bainoa		625.00			625.00
Santa Cruz del Norte		270.00			270.00
San Jose de las Lajas		353.00			353.00
Tapaste		190.00			190.00
San Antonio de los Baños		925.00			925.00
Alquizar		645.00			645.00
Ceiba del Agua		305.00			305.00
Guira de Melena		880.00			880.00
Vereda Nueva		170.00			170.00
Bejucal	390.20	670.00			1,060.20
Batabano		700.00			700.00
Quivican		340.00			340.00
Santiago de las Vegas	20.25	610.00			630.25
Isla de Piños		910.00			910.00
San Antonio de las Vegas		310.00			310.00
San Felipe		310.00			310.00
Guines	42.90	1,345.00			1,387.90
La Catalina		400.00			400.00
Madruga		480.00			480.00
Melena del Sur		480.00			480.00
Nueva Paz		920.00			920.00
San Nicolas		510.00			510.00
Guara		310.00			310.00
Total	8,917.66	16,583.00	27,265.45	3,364.70	138,867.07
Province of Matanzas:					
Mantazas	567.98	7,617.29	28.90	795.30	24,770.66
Canasi		320.00			513.25
Guamacaro		340.00			637.25
Santa Ana		190.00			370.00
Cardenas		1,815.00			4,617.08
Carlos Rojas		130.00			367.66
Marti		400.00			789.74
Maximo Gomez		285.00			595.00
Jovellanos		470.00			806.24
Alacranes		220.00			754.49
Bolondron		3,371.94			3,663.36
Cabezas		320.00			608.20
Union de Reyes		160.00			395.20
Sabanilla del Encomendador		395.00			807.66
Colon		985.00			1,674.22
Cuevitas		165.00			391.20
Macagua		340.00			719.57
Macuriges		820.00			1,285.84
Manguito		400.00			844.57

EXHIBIT A.—*Statement of allotment of funds for the month of January, 1900*—Cont'd.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Matanzas—Continued.					
Mendez Capote		$280.00			$334.98
Perico		160.00			530.50
Roque		160.00			456.83
San Jose de los Ramos		340.00			568.15
Jaguey Grande		410.00			548.75
Total	$567.98	20,144.23	$28.90	$795.30	46,750.40
Province of Santa Clara:					
Santa Clara	30.25	1,961.66	997.87	2,419.61	38,576.30
Esperanza		300.00			300.00
Calabazar de Sagua		460.00			460.00
Ranchuelo		300.00			800.00
San Diego del Valle		60.00			60.00
Cienfuegos		3,425.00			3,425.00
Palmira		220.00			220.00
Cruces		325.00			325.00
Rodas		280.00			230.00
Santa Isabel de las Lajas		230.00			230.00
Cartagena		240.00			240.00
San Fernando de Camarones		260.00			260.00
Abreus		195.00			195.00
Sagua la Grande		905.00			905.00
Santo Domingo		230.00			230.00
Quemado de Güines		280.00			280.00
Cifuentes		190.00			190.00
Ceja de Pablo		160.00			160.00
Rancho Veloz		160.00			160.00
San Juan de las Yeras		130.00			130.00
Remedios		690.00			690.00
Caibarien		250.00			250.00
Vueltas		280.00			280.00
Placetas		260.00			260.00
Camajuani		355.00			355.00
Yaguajay		260.00			260.00
Trinidad		430.00			430.00
Sancti Spiritus	3,524.33	935.00			4,459.33
Total	3,554.58	13,721.66	997.87	2,419.61	53,860.63
Province of Puerto Principe:					
Puerto Principe	3,900.00	8,410.00	2,889.50	632.57	30,633.29
Nuevitas		1,020.00			1,020.00
Santa Cruz del Sur		390.00			390.00
Moron		320.00			820.00
Ciego de Avila		670.00			670.00
Total	3,900.00	10,810.00	2,889.50	632.57	33,033.29
Province of Santiago de Cuba:					
Santiago de Cuba		24,677.00	1,824.00	3,326.96	70,675.05
Total		24,677.00	1,824.00	3,326.96	70,675.05
Grand total	17,004.57	115,341.89	34,118.80	10,539.14	398,562.45

DISBURSED THROUGH MILITARY DISBURSING-OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.
Headquarters division of Cuba:					
Office of the auditor			$6,745.68		
Signal corps			21,798.03		
Office of the treasurer Office disbursing clerk			30,000.00		
Office of the chief quartermaster	$7,865.75		3,558.99	$28,700.00	
Office of the chief of ordnance	300.00				
Chief engineer	1,200.00	$153,200.00	5,353.00	10,600.00	
Naval station		1,000.00			
Total	9,365.75	154,200.00	67,455.65	39,300.00	

Exhibit A.—*Statement of allotment of funds for the month of January, 1900*—Cont'd.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.
Captains of ports and custom-houses:				*Captains of ports.*	
Caibarien				$160.00	
Cardenas				40.00	
Cienfuegos				100.00	
Nuevitas				180.00	
Total				480.00	
Department of Matanzas and Santa Clara:					
Cardenas	$992.33	$2,349.00	$10.00		$11,933.39
Cienfuegos Paso Caballos	791.17	8,674.00			11,331.07
Colon		1,500.00			
Matanzas	5,000.00	14,500.00	175.00	950.00	6,438.78
Placetas	619.18	800.00			
Sagua la Grande	337.00	1,000.00	125.00		1,846.14
Santa Clara	6,586.49	5,017.50	232.09		4,915.61
Sancti Spiritus	349.00	4,900.00			1,107.35
Trinidad	135.00	7,500.00	60.00		191.39
Remedios					11,851.06
Total	14,810.17	46,240.50	602.09	950.00	49,114.79
Department of Habana and Pinar del Rio:					
Habana Chief sanitary officer	3,799.00	11,500.00	4,520.00		19,828.00
Guanajay	2,190.61	1,750.00	100.00	11,500.00	739.00
Pinar del Rio	1,296.00		510.00		894.50
Quemados	1,941.70	1,278.00	6,592.12		
Columbia Barracks	9,108.48		123.60		
Total	18,335.79	14,528.00	11,845.72	11,500.00	21,461.50
Department of Santiago and Puerto Principe:					
Baracoa	500.00	800.00	1,200.00	1,250.00	
Ciego de Avila	1,719.00	2,806.00	2,474.00	1,201.00	1,800.00
Guantanamo	405.00	14,035.00	1,685.00	10,000.00	1,200.00
Holguin				5,000.00	
Manzanillo	2,851.00	4,844.00	3,342.00	8,912.20	231.00
Mayari	313.25	1,308.00	780.61		151.20
Nuevitas	805.00	6,649.67	137.00		2,383.33
Puerto Principe	1,505.25	10,277.18	8,972.10	6,645.47	2,600.00
San Luis	963.00	1,000.00	5,365.00	11,174.00	
Santiago Morro Castle		15,000.00		15,000.00	
Total	9,061.50	56,719.85	23,953.71	59,182.67	8,365.53
Grand total	51,573.21	271,688.35	103,857.17	111,412.67	78,941.82

Departments.	Miscellaneous.	Public build'ngs.	Public instruction.	Municipalities.	Total.
Headquarters division of Cuba:	*Postal service.*				
Office of the auditor					$6,745.63
Signal corps					21,798.03
Office of the treasurer Office disbursing clerk					30,000.00
Office of the chief quartermaster		$1,608.68			41,733.42
Office of the chief of ordnance					300.00
Postal department	$94,958.88				94,958.88
Chief engineer		*a* 29,000.00			199,353.00
Naval station					1,000.00
Total	94,958.88	30,608.68			395,888.96

a $2,700 of this amount was renovation hospital militar for use as cárcel.

EXHIBIT A.—*Statement of allotment of funds for the month of January, 1900*—Cont'd.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Miscellaneous.	Public buildings.	Public instruction.	Municipalities.	Total.
Captains of ports and custom-houses:	*Expenses.*		*Refunds.*		
Baracoa	$325.00				$325.00
Batabano	138.50	$5.00			143.50
Caibarien	396.37				556.37
Cardenas					40.00
Cienfuegos	6,548.33	2,000.00	$5,000.00		13,648.33
Gibara	2,384.00		100.00		2,484.00
Guantanamo	978.34		1,123.61		2,101.95
Habana	31,606.53		2,500.00		34,106.53
Nuevitas	1,405.00				1,585.00
Santiago	5,478.82				5,478.82
Collector for Cuba	11,718.61				11,718.61
Total	60,979.50	2,005.00	8,723.61		72,188.11
Department of Matanzas and Santa Clara:		*Jails.*			
Cardenas					15,284.72
Cienfuegos Paso Caballos					20,796.24
Colon					1,500.00
Matanzas		1,190.49			28,254.27
Placetas					1,419.18
Sagua la Grande					3,308.14
Santa Clara					16,751.69
Sancti Spiritus					6,856.35
Trinidad					7,886.39
Remedios					11,851.06
Total		1,190.49			112,908.04
Department of Habana and Pinar del Rio:					
Habana		8,275.99	21,625.75	$8,000.00	66,048.74
Chief sanitary officer					11,500.00
Guanajay		130.00			16,409.61
Pinar del Rio					2,700.50
Quemados					9,811.82
Columbia Barracks					9,232.08
Total		8,405.99	21,625.75	8,000.00	115,702.75
Department of Santiago and Puerto Principe:					
Baracoa					3,750.00
Ciego de Avila					10,000.00
Guantanamo					27,325.00
Holguin					5,000.00
Manzanillo					20,180.20
Mayari					2,553.06
Nuevitas					9,975.00
Puerto Principe					30,000.00
San Luis					18,500.00
Santiago Morro Castle					30,000.00
Total					157,283.26
Grand total	155,938.38	42,210.16	30,349.36	8,000.00	853,971.12

EXHIBIT B.—*Statement of allotment of funds for the month of February, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Pinar del Rio:						
Pinar del Rio	$1,065.00	$4,742.00	$2,426.92	$132.50	$16,720.82	$15,750.00
Consolacion del Norte					200.00	
Consolacion del Sur					200.00	
San Juan y Martinez					450.00	
San Luis					1,000.00	
Vinales					500.00	
San Cristobal					550.00	5,618.48
Candelaria					100.00	
Palacios					100.00	
San Diego de los Baños					150.00	
Guanajay					650.00	
Artemisa					750.00	
Bahia Honda					100.00	
Cabañas					200.00	
Guayabal					200.00	
Mariel					200.00	
Total	1,065.00	4,742.00	2,426.92	132.50	22,070.82	21,368.48
Province of Habana:						
Habana	11,304.49	28,233.29	14,493.64	4,654.56	61,259.04	19,983.12
Marianao					2,418.64	
Bauta					2,254.00	
El Cano					594.00	
Guanabacoa					4,357.50	
Managua					510.00	28,479.66
Regla					2,108.55	
Santa Maria del Rosario					790.00	
Jaruco					1,094.25	
La Salud					217.50	
Aguacate					1,121.50	
San Pablo de Bainoa					721.00	
Santa Cruz del Norte					680.00	
San Jose de las Lajas					887.66	
Tapaste					155.00	
San Antonio de los Baños					1,193.00	
Alquizar					795.00	
Ceiba del Agua					814.66	
Guira de Melena					3,583.00	
Vereda Nueva					278.00	
Bejucal					1,974.50	
Batabano					2,579.75	
Quivican					802.00	
Santiago de las Vegas					2,759.00	
Isla de Pinos					393.00	
San Antonio de las Vegas					522.09	
San Felipe					931.00	
Guines					3,202.14	
La Catalina					1,439.00	
Madruga					2,073.02	
Melena del Sur					805.00	
Nueva Paz					2,473.80	
San Nicolas					1,058.00	
Guara					845.00	
Total	11,304.49	28,233.29	14,493.64	4,654.56	107,689.60	48,462.78
Province of Matanzas:						
Matanzas	1,809.09	6,317.00	1,897.95	1,235.79	20,858.86	6,494.72
Canasi					394.32	
Guamacaro					716.00	
Santa Ana					1,036.50	
Carlos Rojas					875.00	
Marti					1,810.00	
Maximo Gomez					635.00	
Jovellanos					1,699.00	
Alacranes					2,901.00	
Bolondron					1,659.00	
Cabezas					963.00	
Union de Reyes					844.46	
Sabanilla del Encomendador					758.00	
Colon					2,587.87	
Cuevitas					242.40	
Macagua					756.66	
Mendez Capote					163.63	
Macuriges					2,821.00	

EXHIBIT B.—*Statement of allotment of funds for the month of February, 1900*—Cont'd.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Matanzas—Continued.						
Manguito					$1,586.00	
Perico					625.50	
Roque					850.75	
San Jose de los Ramos					1,248.00	
Jaguey Grande					1,786.50	
Total	$1,809.09	$6,317.00	$1,897.95	$1,235.79	47,318.45	$6,494.72
Province of Santa Clara:						
Santa Clara	2,091.91	6,650.64	2,575.00	132.50	5,873.64	26,045.15
Esperanza					795.75	
Calabazar de Sagua					1,758.53	
Ranchuelo					1,826.66	
San Diego del Valle					905.88	
Cienfuegos					8,195.88	
Palmira					439.05	
Cruces					1,339.16	
Rodas					8,232.16	
Santa Isabel de las Lajas					422.91	
Cartagena					838.25	
San Fernando de Camarones					1,000.00	
Abreus					793.75	
Sagua la Grande					4,470.86	
Santo Domingo					1,349.58	
Quemado de Guines					748.66	
Cifuentes					1,151.25	
Ceja de Pablo					1,117.00	
Rancho Veloz					745.96	
San Juan de las Yeras					754.16	
Remedios					2,767.08	
Caibarien					1,312.50	
Vueltas					612.11	
Placetas					1,587.50	
Camajuani					1,085.50	
Yaguajay					861.00	
Trinidad					4,631.99	
Sancti Spiritus					5,316.25	
Total	2,091.91	6,650.64	2,575.00	132.50	55,382.92	26,045.15
Province of Puerto Principe:						
Puerto Principe	1,122.50	3,959.32	953.28	318.59	23,190.00	1,711.41
Nuevitas					250.00	
Santa Cruz del Sur					600.00	
Moron					950.00	
Ciego de Avila					150.00	
Total	1,122.50	3,959.32	953.28	318.59	25,140.00	1,711.41
Province of Santiago de Cuba:						
Santiago de Cuba	1,778.65	7,484.62	3,669.89	1,685.72	21,970.82	1,628.33
San Luis					800.00	
El Cristo					200.00	
El Cobre					200.00	
Alto Songo					100.00	
Guantanamo					1,900.00	
Sagua de Tanamo					100.00	
Manzanillo					2,700.00	
Campechuela					900.00	
Niquero					350.00	
Bayamo					800.00	
Jiguani					600.00	
Puerto Padre					250.00	
Mayari					100.00	
Baracoa					2,050.00	
Total	1,773.65	7,484.62	3,669.89	1,685.72	33,020.82	1,628.33
Grand total	18,896.64	57,386.87	26,016.68	8,159.66	290,622.61	106,710.87

EXHIBIT B.—*Statement of allotment of funds for the month of February, 1900*—Cont'd.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Pinar del Rio:					
Pinar del Rio		$3,968.00	$1,394.63	$708.75	$46,908.62
Consolacion del Norte		500.00			700.00
Consolacion del Sur		1,045.00			1,245.00
San Juan y Martinez		720.00			1,170.00
San Luis		535.00			1,535.00
Vinales		945.00			1,445.00
Guane		800.00			800.00
Mantua		390.00			390.00
San Cristobal		800.00			6,968.48
Candelaria		425.00			525.00
Julian Diaz (antes Paso Real)		355.00			355.00
Palacios		425.00			525.00
San Diego de los Baños		535.00			685.00
Guanajay		975.00			1,625.00
Artemisa		820.00			1,570.00
Bahia Honda		500.00			600.00
Cabañas		540.00			740.00
Guayabal		1,450.00			1,650.00
Mariel		1,275.00			1,475.00
Total		17,008.00	1,394.63	708.75	70,912.10
Province of Habana:					
Habana	8,391.63	150.00		2,795.00	150,994.77
Marianao		995.00			3,413.64
Bauta		615.00			2,869.00
El Cano		390.00			948.00
Guanabacoa	12.83				4,370.33
Managua		615.00			29,604.66
Regla					2,108.55
Santa Maria del Rosario					790.00
Jaruco	59.85	540.00			1,694.10
La Salud		310.00			527.50
Aguacate		310.00			1,431.50
San Pablo de Bainoa		625.00			1,346.00
Santa Cruz del Norte		270.00			950.00
San Jose de las Lajas		353.00			1,240.66
Tàpaste		190.00			345.00
San Antonio de los Baños		925.00			2,118.00
Alquizar		645.00			1,440.00
Ceiba del Agua		305.00			1,119.66
Guira de Melena		880.00			4,463.00
Vereda Nueva		170.00			448.00
Bejucal	390.20	670.00			3,034.70
Batabano		700.00			3,279.75
Quivican		340.00			1,142.00
Santiago de las Vegas	20.25	610.00			3,389.25
Isla de Pinos		910.00			1,303.00
San Antonio de las Vegas		310.00			832.09
San Felipe		310.00			1,241.00
Guines	42.90	1,345.00			4,590.04
La Catalina		400.00			1,339.00
Madruga		480.00			2,553.02
Melena del Sur		480.00			1,285.00
Nueva Paz		920.00			3,393.80
San Nicolas		510.00			1,568.00
Guara		310.00			1,155.00
Total	8,917.66	16,583.00		2,795.00	242,864.02
Province of Matanzas:					
Matanzas	6,617.09	12,854.19	3,419.37	1,121.20	62,625.26
Canasi		320.00			714.32
Guamacaro		340.00			1,056.00
Santa Ana		190.00			1,226.50
Cardenas		1,815.00			1,815.00
Carlos Rojas		180.00			1,005.00
Marti		400.00			2,210.00
Maximo Gomez		285.00			920.00
Jovellanos		470.00			2,169.00
Alacranes		320.00			3,221.00
Bolondron		620.00			2,219.00
Cabezas		1,036.98			1,999.98
Union de Reyes		160.00			1,004.46
Sabanilla del Encomendador		395.00			1,158.00
Colon		935.00			3,522.87
Cuevitas		160.00			402.40
Macagua		340.00			1,096.66

EXHIBIT B.—*Statement of allotment of funds for the month of February, 1900*—Cont'd.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Matanzas—Continued.					
Mendez Capote		$280.00			$448.63
Macuriges		820.00			3 141.00
Manguito		400.00			1,986.00
Perico		160.00			785.50
Roque		160.00			1,010.75
San Jose de los Ramos		340.00			1,588.00
Jaguey Grande		410.00			2,196.50
Total	$6,617.09	23,341.17	$3,419.37	$1,121.20	99,571.83
Province of Santa Clara:					
Santa Clara	30.52	2,961.66	3,405.65	11,083.08	60,849.75
Esperanza		300.00			1,095.75
Calabazar de Sagua		460.00			2,218.53
Ranchuelo		300.00			1,626.66
San Diego del Valle		60.00			965.83
Cienfuegos		3,425.00			11,620.83
Palmira		220.00			659.05
Cruces		325.00			1,664.16
Rodas		230.00			3,462.16
Santa Isabel de las Lajas		230.00			652.91
Cartagena		240.00			1,078.25
San Fernando de Camarones		260.00			1,260.00
Abreus		195.00			988.75
Sagua la Grande		905.00			5,875.86
Santo Domingo		230.00			1,579.58
Quemado de Guines		280.00			1,028.66
Cifuentes		190.00			1,341.25
Ceja de Pablo		160.00			1,277.00
Rancho Veloz		160.00			905.96
San Juan de las Yeras		130.00			884.16
Remedios		690.00			3,457.08
Caibarien		250.00			1,562.50
Vueltas		280.00			892.11
Placetas		260.00			1,797.50
Camajuani		355.00			1,440.50
Yaguajay		260.00			1,121.00
Trinidad		1,620.00			6,251.99
Sancti Spiritus	3,524.33	935.00			9,775.58
Total	3,554.85	15,911.66	3,405.65	11,083.08	126,833.36
Province of Puerto Principe:					
Puerto Principe	2,400.00	4,205.00	1,629.40	789.66	40,279.16
Nuevitas		510.00			760.00
Santa Cruz del Sur		195.00			795.00
Moron		160.00			1,110.00
Ciego de Avila		335.00			485.00
Total	2,400.00	5,405.00	1,629.40	789.66	43,429.16
Province of Santiago de Cuba:					
Santiago de Cuba		7,093.80	200.00	1,856.66	46,863.49
San Luis		120.00			920.00
El Cristo		60.00			260.00
Caney		60.00			60.00
El Cobre		30.00			230.00
Alto Songo		60.00			160.00
Palma Soriano		60.00			60.00
Guantanamo		570.00			2,470.00
Sagua de Tanamo		60.00			160.00
Manzanillo		765.00			3,465.00
Campechuela		155.00			1,065.00
Niquero		60.00			410.00
Bayamo		150.00			950.00
Jiguani		90.00			690.00
Holguin		490.00			490.00
Puerto Padre		160.00			410.00
Gibara		360.00			360.00
Mayari		125.00			225.00
Baracoa		160.00			2,210.00
Total		10,628.80	200.00	1,856.66	61,448.49
Grand total	21,489.60	88,872.63	10,049.05	17,854.35	645,058.96

Exhibit B.—*Statement of allotment of funds for the month of February, 1900*—Cont'd.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.
Headquarters Division of Cuba:						*Postal service.*
Office of the auditor			$6,466.00			
Signal Corps			42,331.51			
Office of the treasurer			15,004.13			
Office disbursing clerk	$125.00		26,818.72		$11,971.21	
Office chief quartermaster	8,773.50				2,280.00	
Office chief of ordnance	500.00					
Chief engineer		$149,198.82		$4,295.00	33,000.00	
Total	9,398.50	149,198.82	90,620.36	4,295.00	47,251.21	
Captains of ports and customs houses:				*Captains of ports.*		*Expenses.*
Baracoa						$25.00
Batabano		5.00				360.25
Caibarien				350.00		1,162.65
Cardenas				130.00		4,270.91
Cienfuegos				837.09		13,436.66
Guantanamo						985,67
Habana				3,610.00		38,683.21
Manzanillo						2,114.92
Matanzas						2,643.56
Nuevitas				90.00		
Sagua la Grande						2,389.19
Santa Cruz del Sur						406.50
Santiago						4,727.47
Trinidad						1,078.32
Tunas de Zaza						257.00
Collector for Cuba						13,526.08
Revenue-Cutter Service						10,781.98
Total		5.00		5,017.09		96,799.37
Department of Matanzas and Santa Clara:						
Cardenas	462.33	2,989.00	10.00		10,420.47	
Caibarien	425.00	2,200.00	60.00			
Cienfuegos Paso Caballos	1,212.00	9,704.00			16,341.79	
Colon		1,500.00			5,526.71	
Matanzas	2,139.82	20,600.00	23,652.50	1,000.00	21,844.66	
Placetas	504.25	1,200.00				
Sagua la Grande	419.00	2,700.00	125.00		9,461.06	
Santa Clara	2,378.30	9,276.50	468.34		3,800.13	
Sancti Spiritus	469.00	8,275.60	128.76		7,837.50	
Trinidad	160.00	8,500.00	60.00		2,573.05	
Jovellanos					995.64	
Remedios					7,271.56	
Total	8,169.70	61,945.10	24,504.60	1,000.00	86,072.57	
Department of Habana and Pinar del Rio:						
Habana	8,831.92		4,982.00		11,296.65	
Chief sanitary officer		10,389.43				
Guanajay	224.50	1,600.00	200.00	12,180.00	878.00	
Pinar del Rio	1,992.50	3,475.00	410.00	1,500.00	1,287.30	
Quemados	2,030.92	2,006.60	6,692.12	9,700.00	2,886.14	
Total	8,079.84	17,471.03	12,284.12	23,380.00	16,348.09	
Department of Santiago and Puerto Principe:						
Baracoa	550.00	2,537.50	1,037.50	445.00	425.00	
Ciego de Avila	2,641.00	10,358.50	4,693.50		2,250.00	
Guantanamo	535.00	12,260.00	1,630.00	700.00	2,200.00	
Holguin	4,709.00	2,850.00	10,248.50	1,241.00	8,108.00	
Manzanillo	1,719.00	4,256.00	2,792.00	6,000.00		
Nuevitas	1,338.95	13,850.39	956.00		3,479.66	

EXHIBIT B.—*Statement of allotment of funds for the month of February, 1900*—Cont'd.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.
Department of Santiago, etc.—Continued.						
Puerto Principe	$1,642.10	$18,685.10	$8,672,80		$1,000.00	
San Luis	169.00	1,000.00	4,573.00	$7,548.00	75.00	
Santiago	17,900.95	77,630.06	27,160.69	64,955.00	21,963.00	$2,000.80
Morro Castle	49,542.00					
Total	80,752.00	143,427.55	61,763.99	80,889.00	34,500.66	2,000.80
Grand total	106,400.04	372,047.50	189,173.07	114,581.09	184,172.53	98,800.17

Departments.	Public buildings.	Public instruction.	Census and Paris Exposition.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Headquarters, Division of Cuba:							
Office of the auditor							$6,466.00
Signal Corps							42,331.51
Officer of the treasurer						$30,000.00	45,004.13
Office disbursing clerk	$15,000.00	$11,069.04	a$14,729.85		$16.03		79,729.85
Office chief quartermaster							11,053.50
Office chief of ordnance							500.00
Marine-Hospital Service				$40,000.00			40,000.00
Chief engineer					6,506.18		193,000.00
Maj. T. E. True, Washington			b15,000.00				15,000.00
Total	15,000.00	11,069.04	29,729.85	40,000.00	6,522.21	30,000.00	433,084.99
Captains of ports and customs houses:		*Refunds.*					
Baracoa							25.00
Batabano	5.00	54.40					424.65
Caibarien		500.00					2,012.65
Cardenas							4,400.91
Cienfuegos							14,273.75
Guantanamo		100.00					1,085.67
Habana		1,000.00					43,243.21
Manzanillo		200.00					2,314.92
Matanzas	983.40	1,000.00					4,626.96
Nuevitas							90.00
Sagua la Grande		434.91					2,824.10
Santa Cruz del Sur							406.50
Santiago							4,727.47
Trinidad		200.00					1,278.32
Tunas de Zaza							257.00
Collector for Cuba							13,526.08
Revenue-Cutter Service							10,781.98
Total	988.40	3,489.31					106,299.17
Department of Matanzas and Santa Clara:							
Cardenas							13,881.80
Caibarien							2,685.00
Cienfuegos Paso Caballos							27,257.79
Colon							7,026.71
Matanzas	*Schools.* 3,600.00						72,836.98
Placetas							1,704.25
Sagua la Grande							12,705.06
Santa Clara							15,923.27
Sancti Spiritus							16,710.86
Trinidad							6,293.05

a $14,729.85 Paris Exposition.

b $15,000 census.

EXHIBIT B.—*Statement of allotment of funds for the month of February, 1900*—Cont'd.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public buildings.	Public instruction.	Census and Paris Exposition.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Department of Matanzas, etc.—Continued.	*Schools.*						
Jovellanos							$995.64
Remedios							7,271.56
Total	$3,600.00						185,291.97
Department of Habana and Pinar del Rio:	*Jails.*						
Habana	10,228.99				$9,500.00		39,839.56
Chief sanitary officer							10,389.43
Guanajay							15,082.50
Pinar del Rio							8,664.80
Quemados							23,315.78
Total	10,228.99				9,500.00		97,292.07
Department of Santiago and Puerto Principe:							
Baracoa							5,000.00
Ciego de Avila							19,943.00
Guantanamo							17,325.00
	Jails.						
Holguin	642.00						22,798.50
Manzanillo							14,767.00
	Jails.						
Nuevitas	375.00						20,000.00
Puerto Principe							30,000.00
San Luis							13,365.00
	Jails.						
Santiago	1,095.00				2,096.00		214,801.50
Morro Castle							49,542.00
	Schools.						
Bayamo	5,000.00						5,000.00
Total	7,112.00				2,096.00		412,542.00
Grand total	36,929.39	$14,558.35	$29,729.85	$40,000.00	18,118.21	$30,000.00	1,234,510.20

EXHIBIT C.—*Statement of allotment of funds for the month of March, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Pinar del Rio:						
Pinar del Rio	$1,015.00	$4,843.98	$1,784.26	$132.49	$7,800.82	$8,588.75
Consolacion del Norte					434.00	
Consolacion del Sur					156.00	
San Juan y Martinez					445.75	
San Luis					237.50	
Vinales					575.00	
San Cristobal					510.00	
Candelaria					190.00	
Julian Diaz (antes Paso Real)					95.00	
Palacios					438.00	
San Diego de los Baños					331.00	
Guanajay					1,078.00	
Artemisa					1,263.10	
Bahia Honda					179.64	
Cabañas					362.00	
Guayabal					248.92	
Mariel					418.25	
San Diego de Nuñez					178.00	
Total	1,015.00	4,843.98	1,794.26	132.49	14,939.98	8,588.75

Exhibit C.—*Statement of allotment of funds for the month of March, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Habana:						
Habana	$12,745·08	$24,693.55	$11,466.91	$5,150.59	$48,874.27	$21,709.98
Marianao					1,428.64	
Bauta					1,004.00	
El Cano					651.00	
Guanabacoa					2,474.00	
Managua					310.00	
Regla					1,380.23	
Santa Maria del Rosario					490.00	
Jaruco					603.00	
La Salud					405.00	
Aguacate					605.00	
San Pablo de Bainoa					371.00	
Santa Cruz del Norte					380.00	
San Jose de las Lajas					999.66	
Tapaste					130.00	
San Antonio de los Baños					2,180.00	
Alquizar					595.00	
Ceiba del Agua					486.00	
Guira de Melena					2,135.00	
Vereda Nueva					339.00	
Bejucal					1,562.00	
Batabano					1,336.00	
Quivican					452.00	
Santiago de las Vegas					1,940.00	
Isla de Pinos					417.00	
San Antonio de las Vegas					623.00	
San Felipe					764.00	
Guines					2,910.00	
La Catalina					864.00	
Madruga					843.32	
Melena del Sur					405.00	
Nueva Paz					1,293.80	
San Nicolas					1,161.00	
Guara					495.00	
Total	12,745.08	24,693.55	11,466.91	5,150.59	81,404.92	21,709.98
Province of Matanzas:						
Matanzas	1,150.00	5,654.30	2,519.84	132.50	22,929.34	1,510.00
Canasi					204.00	
Guamacaro					743.43	
Santa Ana					860.51	
Cardenas					4,790.00	
Carlos Rojas					666.00	
Marti					1,335.00	
Maximc Gomez					555.00	
Jovellanos					929.00	
Alacranes					1,546,00	
Bolondron					1,387.00	
Cabezas					687.31	
Union de Reyes					1,244.56	
Sabanilla del Encomendador					493.84	
Colon					3,470.27	
Cuevitas					725.30	
Macagua					595.16	
Mendez Capote					138.63	
Macuriges					1,805.24	
Manguito					1,598.05	
Perico					494.00	
Roque					552.75	
San Jose de los Ramos					1,051.56	
Jaguey Grande					744.75	
Total	1,150.00	5,654.30	2,519.84	132.50	49,546.70	1,510.00
Province of Santa Clara:						
Santa Clara	2,612.88	5,587.02	3,846.38	324.83	10,870.61	18,505.00
Esperanza					595.57	
Calabazar de Sagua					1,090.00	
Ranchuelo					1,324.50	
San Diego del Valle					453.25	
Cienfuegos					7,246.57	
Palmira					838.40	
Cruces					1,109.00	
Rodas					2,900.32	
Santa Isabel de las Lajas					688.32	

EXHIBIT C.—*Statement of allotment of funds for the month of March, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Santa Clara—Continued.						
Cartagena					$1,115.00	
San Fernando de Camarones					570.00	
Abreus					541.22	
Sagua la Grande					2,940.20	
Santo Domingo					649.72	
Quemado de Guines					516.00	
Cifuentes					725.00	
Ceja de Pablo					777.00	
Rancho Veloz					847.00	
San Juan de las Yeras					849.32	
Remedios					2,900.32	
Caibarien					1,361.50	
Vueltas					411.64	
Placetas					951.00	$10,000.00
Camajuani					795.00	
Yaguajay					723.00	
Trinidad					3,575.96	
Sancti Spiritus					1,795.10	
Total	$2,612.88	$5,587.02	$3,846.38	$324.83	49,160.52	28,505.00
Province of Puerto Principe:						
Puerto Principe	1,112.50	4,544.32	1,421.96	349.83	14,457.60	2,020.54
Nuevitas					919.00	
Santa Cruz del Sur					835.00	
Moron					1,107.00	
Ciego de Avila					415.00	
Total	1,112.50	4,544.32	1,421.96	349.83	17,783.60	2,020.54
Province of Santiago de Cuba:						
Santiago de Cuba	3,493.33	7,564.34	3,519.55	1,520.86	16,220.82	1,611.67
Total	3,493.33	7,564.34	3,519.55	1,520.86	16,220.82	1,611.67
Grand total	22,128.79	52,887.51	24,568.90	7,611.10	229,006.54	63,945.94

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Pinar del Rio:					
Pinar del Rio		$3,968.00			$28,143.30
Consolacion del Norte		500.00			934.00
Consolacion del Sur		1,045.00			1,200.00
San Juan y Martinez		720.00			1,165.75
San Luis		535.00			772.50
Vinales		945.00			1,520.00
Guane		800.00			800.00
Mantua		390.00			390.00
San Cristobal		800.00			1,310.00
Candelaria		425.00			615.00
Julian Diaz (antes Paso Rea)		355.00			450.00
Palacios		425.00			863.00
San Diego de los Baños		535.00			866.00
Guanajay		1,492.06			2,570.06
Artemisa		820.00			2,083.10
Bahai Honda		500.00			679.64
Cabañas		540.00			902.00
Guayabal		215.00			463.92
Mariel		425.00			843.25
San Diego de Nuñez					178.00
Total		15,435.06			46,749.52
Province of Habana:					
Habana	$8,391.63	150.00		$7,079.53	140,261.54
Marianao	430.00	995.00			2,853.64
Bauta		615.00			1,619.00
El Cano		390.00			1,041.00
Guanabacoa	12.83				2,486.83
Managua		615.00			925.00
Regla					1,380.23
Santa Maria del Rosario					490.00
Jaruco	300.00	540.00			1,443.00

Exhibit C.—*Statement of allotment of funds for the month of March, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Habana—Continued.					
La Salud		$310.00			$715.00
Aguacate		310.00			915.00
San Pablo de Bainoa		625.00			996.00
Santa Cruz del Norte		270.00			650.00
San Jose de las Lajas		359.00			1,358.66
Tapaste		190.00			320.00
San Antonio de los Baños	$325.00	925.00			3,430.00
Alquizar		645.00			1,240.00
Ceiba del Agua		305.00			791.00
Guira de Melena		880.00			3,013.00
Vereda Nueva		170.00			509.00
Bejucal	390.20	670.00			2,622.20
Batabano		700.00			2,036.00
Quivican		340.00			792.00
Santiago de las Vegas	20.25	610.00			2,570.25
Isla de Pinos		910.00			1,327.00
San Antonio de las Vegas	244.75	310.00			1,177.75
San Felipe		310.00			1,074.00
Guines	675.00	1,845.00			4,930.00
La Catalina		400.00			1,264.00
Madruga		480.00			1,328.32
Melena del Sur		480.00			885.00
Nueva Paz	275.00	920.00			2,488.80
San Nicolas		510.00			2,171.00
Guara		310.00			805.00
Total	11,064.66	16,589.00		$7,079.53	191,904.22
Province of Matanzas;					
Matanzas	3,860.00	7,490.00	$1,494.81		46,740.79
Canasi		320.00			524.00
Guamacaro		340.00			1,083.43
Santa Ana		190.00			1,050.51
Cardenas	500.00	1,815.00	408.25		7,513.25
Carlos Rojas		130.00			796.00
Marti		400.00			1,735.00
Maximo Gomez	200.00	285.00			1,040.00
Jovellanos	290.00	470.00			1,689.00
Alacranes		320.00	459.00		2,325.00
Bolondron		620.00			2,007.00
Cabezas		320.00			1,007.31
Union de Reyes		160.00			1,404.56
Sabanilla del Encomendador		395.00			888.84
Colon	889.00	935.00	362.50		5,656.77
Cuevitas		165.00			890.30
Macagua		340.00			935.16
Mendez Capote		280.00			418.63
Macuriges		820.00			2,625.24
Manguito	200.00	400.00			2,198.05
Perico		160.00			654.00
Roque		160.00			712.75
San Jose de los Ramos		840.00			1,391.56
Jaguey Grande		410.00			1,154.75
Total	5,939.00	17,265.00	2,724.56		86,441.90
Province of Santa Clara:					
Santa Clara	1,230.52	1,961.66	1,305.90		46,244.80
Esperanza		300.00			895.57
Calabazar de Sagua		460.00			1,550.00
Ranchuelo		300.00			1,624.50
San Diego del Valle		329.20			782.45
Cienfuegos	4,540.00	3,425.00			15,211.57
Palmira		220.00			1,058.40
Cruces		825.00			1,434.00
Rodas	250.00	230.00			3,380.32
Santa Isabel de las Lajas		280.00			918.32
Cartagena		240.00			1,355.00
San Fernando de Camarones		260.00			830.00
Abreus		195.00			736.22
Sagua la Grande	2,964.00	905.00			6,809.20
Santo Domingo	394.00	230.00			1,273.72
Quemado de Guines		280.00			796.00
Cifuentes		190.00			915.00
Ceja de Pablo		160.00			937.00
Rancho Veloz		160.00			1,007.00
San Juan de las Yeras		130.00			979.32
Remedios	951.00	690.00			4,541.32

EXHIBIT C.—*Statement of allotment of funds for the month of March, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Santa Clara—Continued.					
Caibarien		$250.00			$1,611.50
Vueltas		280.00			691.64
Placetas		881.80			11,832.80
Camajuani		355.00			1,150.00
Yaguajay		260.00			963.00
Trinidad	$883.50	630.00			5,089.46
Sancti Spiritus	4,125.00	935.00			6,855.10
Total	15,338.02	14,812.66	$1,305.90		121,493.21
Province of Puerto Principe:					
Puerto Principe	2,400.00	4,205.00	1,944.27		32,456.02
Nuevitas		510.00			1,429.00
Santa Cruz del Sur		195.00			1,030.00
Moron		160.00	288.55		1,555.55
Ciego de Avila		335.00			750.00
Total	2,400.00	5,405.00	2,232.82		37,220.57
Province of Santiago de Cuba:					
Santiago de Cuba		5,807.00	200.00		39,987.57
San Luis		120.00			120.00
El Cristo		60.00			60.00
Caney		60.00			60.00
El Cobre		30.00			30.00
Alto Songo		60.00			60.00
Palma Soriano		60.00			60.00
Guantanamo		570.00			570 00
Sagua de Tanamo		60.00			60.00
Manzanillo		765.00			765.00
Campechuela		155.00			155.00
Niquero		60.00			60,00
Bayamo		150.00			150.00
Jiguani		90.00			90.00
Holguin		490.00			490.00
Puerto Padre		160.00			160.00
Gibara		360.00			360.00
Mayari		125.00			125.00
Baracoa		160.00			160.00
Total		9,342.00	200.00		43,472.57
Grand total	34,741.68	78,848.72	6,463.28	$7,079.53	527,281.99

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.
Headquarters Division of Cuba:						*Postal service.*
Office of the auditor			$7,411.20			
Signal corps			35,973.61			
Office of the treasurer			5,963.33			
Office of the disbursing clerk	$355.00	$16.68	34,040.06		$13,505.01	
Office of the chief quartermaster	a 261,354.71		3,784.43	$13,321.76	4,718.57	
Office of the superintendent charities and hospitals					7,410.96	
Postal department						$49,011.95
Chief engineer		289,773.82	9,056 18	11,520.00		
Naval station, Habana		1,000.00				
Total	261,709.71	290,790.50	96,228.81	24,841.76	25,634.54	49,011.95

a $244,443.06 reinbursement to United States for funds advanced.

Exhibit C.—*Statement of allotment of funds for the month of March, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.
Captains of ports and custom-houses:				*Captains of ports.*		*Expenses.*
Baracoa						$340.00
Batabano		$5.00				227.50
Caibarien				$190.00		800.00
Cardenas				40.00		1,969.47
Cienfuegos				445.00		5,583.33
Gibara						7,172.60
Guantanamo						1,107.79
Habana				3,590.00		48,902.75
Manzanillo						1,034.96
Matanzas				155.00		2,680.35
Nuevitas				74.14		2,888.40
Sagua la Grande						2,338.71
Santa Cruz del Sur						220.00
Santiago						4,874.31
Trinidad						539.16
Tunas de Zaza						530.00
Collector for Cuba						16,354.00
Revenue-Cutter Service						7,000.00
Total		5.00		4,494.14		104,563.83
Department of Matanzas and Santa Clara:						
Cardenas	$337.33	5,678.00	$20.00		$954.00	
Caibarien	929.69	2,035.00	160.00			
Cienfugos	471.73	15,727.00			3,192.50	
Paso Caballos	15,990.60					
Colon					9,799.34	
Matanzas	5,667.44	34,850.00	7,028.69		5,344.95	
Placetas	1,595.40	1,951.83				
Sagua la Grande	351.00	3,900.00	127.32		1,086.00	
Santa Clara	5,906.73	3,647.13	37,512.42	1,800.00	1,176.28	
Sancti Spiritus	492.83	8,685.00		1,611.43	1,094.41	
Trinidad	190.47	11,884.23	60.00		10,235.75	
Remedios		1,000.00			5,700.00	
Jovellanos					150.00	
Total	31,933.22	89,357.69	44,908.43	3,411.43	38,733.23	
Department of Habana and Pinar del Rio:						
Habana	6,888.44		8,624.04		11,296.65	
Chief sanitary officer		17,690.87				
Guanajay	1,961.29	1,600.00	100.00	11,000.00	730.00	
Pinar del Rio	5,070.43	1,600.00		1,500.00	1,667.44	
Quemados	7,223.00	3,987.05	7,129.62	10,300.00	1,758.07	
Columbia barracks	15,755.29		325.00			
Total	36,898.45	24,877.92	16,178.66	22,800.00	16,452.16	
Department of Santiago and Puerto Principe:						
Baracoa	250.00	2,302.50	1,037.50		10.00	
Guantanamo	643.00	25,060.00	1,532.00	800.00	1,300.00	
Holguin	900.00	2,840.00	4,732.00	1,211.00	850.00	
Manzanillo	1,784.00	2,340.00	2,962.00	7,793.00	354.00	
Mayari	558.04	3,143.71	1,231.50		416.00	
Puerto Principe	1,807.00	11,921.00	9,272.00	7,000.00		
San Luis	301.00	1,000.00	4,312.00	7,627.00		
Santiago	3,342.88	18,806.90	4,034.86	41,830.50	18,626.66	
Morro Castle	12,407.50					
Total	21,993.42	66,914.11	29,113.86	66,261.50	21,556.66	
Grand total	352,584.80	471,945.22	186,429.76	121,808.83	102,876.59	153,575.28

EXHIBIT C.—*Statement of allotment of funds for the month of March, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public buildings.	Public instruction.	Census and Paris Exposition.	Municipalities.	Bills of lading and transportation.	Total.
Headquarters Division of Cuba:						
Office of the auditor						$7,411.20
Signal corps						35,973.61
Office of the treasurer	$12,000.00				$15,000.00	32,963.33
Office of the disbursing clerk		$100,000.00	[a]$7,033.56	$49.69		155,000.00
Office of the chief quartermaster						283,179.47
Office of the superintendent charities and hospitals	250.00					7,660.96
Postal department						49,011.95
Chief engineer	*Jails.* 5,418.00			4,650.00		320,418.00
Naval station, Habana						1,000.00
Total	17,668.00	100,000.00	7,033.56	4,699.69	15,000.00	892,618.52
Captains of ports and custom-houses:						
Baracoa		*Refunds.* 25.00				865.00
Batabano						282.50
Caibarien						990.00
Cardenas						2,009.47
Cienfuegos	34.05					6,062.38
Gibara		1,500.00				8,672.00
Guantanamo		343.87				1,451.66
Habana						52,492.75
Manzanillo						1,034.96
Matanzas		1,000.00				3,835.35
Nuevitas						2,962.54
Sagua la Grande		50.90				2,389.61
Santa Cruz del Sur						220.00
Santiago						4,874.31
Trinidad						589.16
Tunas de Zaza						530.00
Collector for Cuba						16,354.00
Revenue-Cutter Service						7,000.00
Total	34.05	2,919.77				112,016.29
Department of Matanzas and Santa Clara:						
Cardenas						6,969.33
Caibarien						8,124.69
Cienfuegos						19,391.23
Paso Caballos						15,990.60
Colon	[b]6,378.50					16,177.84
Matanzas	[b]556.00					53,447.08
Placetas						3,546.73
Sagua la Grande						5,464.32
Santa Clara						50,042.56
Sancti Spiritus						11,883.67
Trinidad	4,000.00	200.00				26,570.45
Remedios						6,700.00
Jovellanos						150.00
Total	10,934.50	200.00				219,478.50
Department of Habana and Pinar del Rio:						
Habana	*Jails.* 12,562.00					40,371.18
Chief sanitary officer						17,690.87
Guanajay						15,391.29
Pinar del Rio						9,837.87
Quemados	4,191.00					34,588.74
Columbia barracks						16,080.29
Total	16,753.00					133,960.19
Department of Santiago and Puerto Principe:						
Baracoa	*Jails.* 150.00					8,750.00
Guantanamo						29,335.00
Holguin	467.00					10,500.00
Manzanillo						15,233.00
Mayari	650.00					5,999.25
Puerto Principe						30,000.00
San Luis						13,240.00

[a] $7,033.56 census.

[b] Jails.

EXHIBIT C.—*Statement of allotment of funds for the month of March, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public buildings.	Public instruction.	Census and Paris Exposition.	Municipalities.	Bills of lading and transportation.	Total.
Department of Santiago and Puerto Principe—Cont'd.	*Jails.*					
Santiago	a $2,864.50	....	....	....	....	$89,506.30
Morro Castle		....	....	....	....	12,407.50
Total	4,131.50	....	....	....	....	209,971.05
Grand total	49,521.05	$103,119.77	$7,033.56	$4,699.69	$15,000.00	1,568,044.55

a $1,759.50 was repairs public buildings.

EXHIBIT D.—*Statement of allotment of funds for the month of April, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Pinar del Rio:						
Pinar del Rio	....	....	....	$275.33	$758.78	....
Consolacion del Sur	....	....	....	....	100.00	....
San Luis	....	....	....	....	99.02	....
Mantua	....	....	....	....	325.86	....
Candelaria	....	....	....	....	1,028.17	....
Julian Diaz (antes Paso Real)	....	....	....	....	755.84	....
Palacios	....	....	....	....	469.37	....
San Diego de los Baños	....	....	....	....	589.21	....
Artemisa	....	....	....	....	157.05	....
Bahia Honda	....	....	....	....	1,212.15	....
Cabañas	....	....	....	....	1,092.54	....
Guayabal	....	....	....	....	540.84	....
Mariel	....	....	....	....	1,003.89	....
San Diego de Nuñez	....	....	....	....	267.05	....
Total	....	....	....	275.33	8,399.77	....
Province of Habana:						
Habana	$9,231.99	$24,713.92	$12,279.43	4,944.79	52,840.79	$2,633.51
Marianao	....	....	....	....	1,985.24	....
Bauta	....	....	....	....	2,374.00	....
El Cano	....	....	....	....	733.00	....
Guanabacoa	....	....	....	....	4,030.00	....
Managua	....	....	....	....	1,194.70	....
Regla	....	....	....	....	1,681.23	....
Santa Maria del Rosario	....	....	....	....	490.00	....
Jaruco	....	....	....	....	2,444.33	....
La Salud	....	....	....	....	593.66	....
Aguacate	....	....	....	....	1,457.59	....
San Pablo de Bainoa	....	....	....	....	3,144.46	....
Santa Cruz del Norte	....	....	....	....	3,395.74	....
San Jose de las Lajas	....	....	....	....	1,063.61	....
Tapaste	....	....	....	....	923.01	....
San Antonio de los Baños	....	....	....	....	2,792.50	....
Alquizar	....	....	....	....	1,104.59	....
Ceiba del Agua	....	....	....	....	963.00	....
Guira de Melena	....	....	....	....	2,261.11	....
Vereda Nueva	....	....	....	....	605.00	....
Bejucal	....	....	....	....	5,834.26	....
Batabano	....	....	....	....	1,484.00	....
Quivican	....	....	....	....	959.80	....
Santiago de las Vegas	....	....	....	....	3,128.32	....
Isla de Pinos	....	....	....	....	616.78	....
San Antonio de las Vegas	....	....	....	....	1,917.70	....
San Felipe	....	....	....	....	1,827.82	....
Guines	....	....	....	....	7,426.00	....
La Catalina	....	....	....	....	2,437.57	....
Madruga	....	....	....	....	2,193.02	....
Melena del Sur	....	....	....	....	2,354.65	....
Nueva Paz	....	....	....	....	2,644.61	....
San Nicolas	....	....	....	....	2,258.52	....
Guara	....	....	....	....	1,824.91	....
Total	9,231.99	24,713.92	12,279.43	4,944.79	122,435.52	2,633.51

EXHIBIT D.—*Statement of allotment of funds for the month of April, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Matanzas:						
Matanzas	$1,150.00	$5,775.86	$2,206.00	$132.50	$24,626.44	$14,550.00
Canasi					1,825.01	
Guamacaro					2,251.70	
Santa Ana					2,311.71	
Cardenas					6,506.08	3,000.00
Carlos Rojas					4,020.87	
Marti					4,517.67	
Maximo Gomez					4,399.08	
Jovellanos					3,302.12	
Alacranes					2,229.32	
Bolondron					6,778.00	
Cabezas					2,721.95	
Union de Reyes					3,676.96	
Sabanilla del Encomendador					1,546.02	
Colon					3,321.17	
Cuevitas					2,798.80	
Macagua					2,756.52	
Macuriges					4,059.49	
Manguito					3,345.05	
Perico					2,585.72	
Roque					3,284.91	
San Jose de los Ramos					3,389.18	
Jaguey Grande					3,181.73	
Total	1,150.00	5,775.86	2,206.00	132.50	99,485.50	17,550.00
Province of Santa Clara:						
Santa Clara	1,568.93	6,668.72	3,303.99	364.83	9,543.29	3,315.83
Esperanza					2,087.26	
Calabazar de Sagua					1,120.00	
Ranchuelo					1,899.45	
San Diego del Valle					2,347.18	
Cienfuegos					6,946.57	
Palmira					1,490.90	
Cruces					3,838.50	
Rodas					2,740.20	
Santa Isabel de las Lajas					1,962.45	
Cartagena					2,441.21	
San Fernando de Camarones					1,861.34	
Abreus					745.00	
Sagua la Grande					5,092.63	
Santo Domingo					1,793.86	
Quemado de Guines					1,639.81	
Cifuentes					2,590.68	
Ceja de Pablo					1,184.90	
Rancho Veloz					2,331.51	
San Juan de las Yeras					1,376.30	
Remedios					3,645.29	
Caibarien					1,354.00	
Vueltas					1,205.36	
Placetas					2,190.84	
Camajuani					795.00	
Yaguajay					2,214.08	
Trinidad					8,385.12	
Sancti Spiritus					12,989.19	
Total	1,568.93	6,668.72	3,303.99	364.83	87,811.92	3,315.83
Province of Puerto Principe:						
Puerto Principe	1,112.50	3,669.32	1,219.95	340.16	24,730.48	555.00
Nuevitas					919.00	
Santa Cruz del Sur					870.25	
Moron					2,629.70	
Ciego de Avila					2,021.92	
Total	1,112.50	3,669.32	1,219.95	340.16	31,171.35	555.00
Province of Santiago de Cuba:						
Santiago de Cuba	1,968.32	7,694.65	3,801.06	1,500.88	11,648.98	650.00
San Luis					1,064.50	
El Cristo					215.00	
Caney					904.40	
El Cobre					1,014.00	
Alto Songo					853.34	
Palma Soriano					729.00	
Guantanamo					7,804.21	

EXHIBIT D.—*Statement of allotment of funds for the month of April, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Santiago de Cuba—Continued.						
Sagua de Tanamo					$1,496.81	
Manzanillio					2,810.00	
Campechuela					776.98	
Niquero					623.00	
Bayamo					2,150.46	
Jiguani					1,413.59	
Holguin					2,831.01	
Puerto Padre					450.85	
Gibara					2,595.00	
Mayari					1,822.03	
Baracoa					1,540.61	
Total	$1,963.82	$7,694.65	$3,801.06	$1,500.88	42,243.54	$650.00
Grand total	15,026.74	48,522.47	22,810.43	7,558.49	391,547.83	24,704.34

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Pinar del Rio:					
Pinar del Rio	$327.03		$194.50		$1,555.64
Consolacion del Sur	237.55		529.13		866.68
San Luis	365.15		550.00		1,014.17
Guane	783.75		300.00		1,083.75
Mantua	360.95		261.25		948.06
San Cristobal	428.02		898.98		1,327.00
Candelaria	284.76		387.54		1,700.47
Julian Diaz (antes Paso Real)					755.84
Palacios			178.15		647.52
San Diego de los Baños	34.92		250.00		874.13
Guanajay			3,386.12		3,386.12
Artemisa	375.00		578.70		1,110.75
Bahia Honda	135.00		532.98		1,880.13
Cabañas	478.04		511.70		2,082.28
Guayabal	521.00		415.62		1,477.46
Mariel	277.06		361.14		1,642.09
San Diego de Nuñez	144.58		234.68		646.31
Total	4,752.81		9,570.49		22,998.40
Province of Habana:					
Habana	63,794.63		8,676.50	$14,316.58	193,432.14
Marianao	430.00	$995.00			3,410.24
Bauta		615.00			2,989.00
El Cano		390.00	393.17		1,516.17
Guanabacoa	1,800.00	1,865.00	735.75		8,430.75
Managua		615.00			1,809.70
Regla					1,681.23
Santa Maria del Rosario	303.00		240.19		1,033.19
Jaruco	303.00	540.00			3,284.33
La Salud		310.00	257.88		1,161.54
Aguacate	287.72	310.00	305.52		2,360.83
San Pablo de Bainoa		625.00			3,679,46
Santa Cruz del Norte	612.88	270.00	502.03		4.780.65
San Jose de las Lajas	400.00	355.00	450.00		2,268.61
Tapaste	522.34	190.00	718.22		2,353.57
San Antonio de los Baños	1,742.60	925.00	994.00		6,454.10
Alquizar		645.00	339.59		2,089.18
Ceiba del Agua		805.00			1,268.00
Guira de Melena		880.00			3,141.11
Vereda Nueva		170.00			775.00
Bejucal	958.00	670.00	227.34		7,689.60
Batabano		700.00	877.92		3,011.92
Quivican		340.00			1,299.80
Santiago de las Vegas	265.00	610.00			4,003.32
Isla de Pinos		910.00			1,526.78
San Antonio de las Vegas		310.00	200.00		2,427.70
San Felipe		310.00			2,137.82
Guines	675.00	1,345.00			9,446.00
La Catalina	47.66	400.00	351.16		3,236.39
Madruga		480.00			2,673.02
Melena del Sur		480.00			2,834.65

EXHIBIT D.—*Statement of allotment of funds for the month of April, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Habana—Continued.					
Nueva Paz	$275.00	$920.00	$499.98		$4,339.59
San Nicolas	299.82	600.00	705.60		3,863.94
Guara	86.49	310.00	289.19		2,010.59
Total	72,800.14	18,390.00	16,764.04	$14,316.58	298,509.92
Province of Matanzas:					
Matanzas	4,946.66	7,490.00	1,695.32		62,572.78
Canasi		820.00			2,145.01
Guamacaro		340.00			2,591.70
Santa Ana	447.00	190.00	467.00		3,415.71
Cardenas	500.00	1,990.00	807.59		12,803.67
Carlos Rojas		235.00			4,255.87
Marti		400.00			4,917.67
Maximo Gomez	200.00	285.00			4,884.08
Jovellanos	290.00	470.00			4,062.12
Alacranes		820.00	957.98		8,507.30
Bolondron		620.00			7,398.00
Cabezas		820.00			8,091.95
Union de Reyes		160.60			3,836.96
Sabanilla del Encomendador		895.00			1,941.02
Colon	889.00	985.00	882.85		6,028.02
Cuevitas		165.00			2,963.80
Macagua		680.00			3,436.52
Macuriges		820.00			4,879.49
Manguito		400.00			3,745.05
Perico		160.00			2,745.72
Roque		160.00			3,444.91
San Jose de los Ramos		340.00			8,729.18
Jaguey Grande		410.00			3,591.73
Total	7,272.66	17,605.00	4,810.74		155,988.26
Province of Santa Clara:					
Santa Clara	3,565.21	1,961.66	4,312.28		34,604.74
Esperanza	431.34	300.00	479.96		3,298.06
Calabazar de Sagua		460.00			1,580.00
Ranchuelo	328.75	800.00	410.50		2,988.70
San Diego del Valle		240.00			2,587.18
Cienfuegos	4,540.00	8,425.00	2,646.90		17,558.47
Palmira	1,461.74	220.00	526.54		3,699.18
Cruces		325.00			4,163.50
Rodas	250.00	230.00			3,220.20
Santa Isabel de las Lajas	1,264.65	230.00	602.29		4,059.39
Cartagena	319.47	240.00	262.00		8,262.68
San Fernando de Camarones		260.00			2,121.34
Abreus	1,097.40	195.00	330.00		2,367.40
Sagua la Grande	2,964.00	905.00	995.64		9,957.27
Santo Domingo	1,547.10	230.00	591.85		4,162.81
Quemado de Guines	1,140.95	280.00	397.50		3,458.26
Cifuentes		190.00			2,780.68
Ceja de Pablo	24.85	160.00	177.00		1,546.75
Rancho Veloz	480.10	160.00	247.48		3,219.09
San Juan de las Yeras	247.69	130.00	300.00		2,053.99
Remedios	2,876.85	690.00	2,236.02		9,448.16
Caibarien		250.00			1,604.00
Vueltas	1,004.25	240.00	418.00		2,907.61
Placetas	1,504.57	260.00	428.58		4,383.99
Camajuani		355.00			1,150.00
Yaguajay	648.35	260.00	197.15		3,319.58
Trinidad	883.50	630.00	670.00		10,568.62
Sancti Spiritus	5,038.93	935.00	1,990.90		20,954.02
Total	31,619.70	14,101.66	18,220.09		166,975.67
Province of Puerto Principe:					
Puerto Principe	2,600.00	4,205.00	2,282.82		40,715.23
Nuevitas		510.00			1,429.00
Santa Cruz del Sur		195.00			1,065.25
Moron		160.00			2,789.70
Ciego de Avila		835.00	170.86		2,527.78
Total	2,600.00	5,405.00	2,453.68		48,526.96
Province of Santiago de Cuba:					
Santiago de Cuba		5,807.00			33,065.89
San Luis		120.00			1,184.50
El Cristo		60.00			275.00

EXHIBIT D.—*Statement of allotment of funds for the month of April, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Santiago de Cuba—Continued.					
Caney		$60.00			$964.40
El Cobre		30.00			1,044.00
Alto Songo		60.00			913.34
Palma Soriano		60.00			789.00
Guantanamo		570.00	$553.06		8,427.27
Sagua de Tanamo		60.00			1,556.81
Manzanillo		765.00	412.66		3,987.66
Campechuela		155.00			931.98
Niquero		60.00			683.00
Bayamo		150.00	269.68		2,570.14
Jiguani		90.00			1,503.59
Holguin		490.00			3,321.01
Puerto Padre		160.00			610.85
Gibara		360.00			2,955.00
Mayari		125.00			1,947.03
Baracoa		160.00			1,700.61
Total		9,342.00	1,235.40		68,431.08
Grand total	$119,045.81	64,843.66	53,054.44	$14,316.58	761,430.29

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.
Headquarters division of Cuba:						*Postal service.*
Office of the auditor			$7,350.20			
Signal corps	$1,064.85		18,914.00			
Office of the treasurer			4,442.33			
Office disbursing clerk			50,000.00			
Office chief quartermaster	69.00		324.00	$3,686.09	$225.00	
Office superintendent charities and hospitals					4,323.16	
Postal department						$47,467.30
Chief engineer		$12,000.00				
Total	1,133.85	12,000.00	81,030.53	3,686.09	4,548.16	47,467.30
Captains of ports and custom-houses:				*Captains of ports.*		*Expenses.*
Batabano		5.00				218.57
Caibarien						2,937.90
Cardenas				40.00		1,697.00
Cienfuegos						1,200.00
Gibara						1,565.80
Guantanamo						1,409.17
Habana				7,551.00		34,976.61
Matanzas				245.00		5,330.60
Nuevitas				90.00		1,372.60
Santiago						4,993.31
Trinidad						539.16
Tunas de Zaza						242.00
Collector for Cuba						7,183.00
Revenue-Cutter Service						5,384.00
Total		5.00		7,926.00		69,049.72
Department Matanzas and Santa Clara:						
Cardenas	361.33	2,300.00	85.00			
Caibarien	410.00	1,500.00	60.00			
Cienfuegos	327.00	6,275.00				
Paso Caballos	549.00					
Matanzas	3,096.50	15,500.00	5,510.84		650.00	
Placetas	197.00	800.00				
Sagua la Grande	263.54	800.00	135.00		200.00	

EXHIBIT D.—*Statement of allotment of funds for the month of April, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.
Department Matanzas, etc.—Continued.						
Santa Clara	$704.20	$3,882.87	$23,091.22	....	....	....
Sancti Spiritus	291.00	2,117.00	....	....	$60.00	....
Trinidad	142.00	6,200.00	60.00	....	....	....
Total	6,341.57	39,374.87	28,942.66	....	910.00	....
Department Habana and Pinar del Rio:						
Habana	....	....	....	....	491.00	
Guanajay	2,393.20	500.00	275.00	$13,500.00	....	....
Pinar del Rio	4,245.93	1,000.00	385.00	2,000.00	....	....
Quemados	2,879.44	3,499.38	7,487.12	7,996.01	5,025.35	....
Columbia Barracks	26,863.54	....	400.00	....	....	....
Total	36,382.11	4,999.38	8,547.12	23,496.01	5,516.35	....
Department Santiago and Puerto Principe:						
Baracoa	200.00	1,582.50	1,037.50	....	1,376.00	....
Ciego de Avila	1,208.00	....	2,693.50	7,954.50	445.00	....
Guantanamo	203.00	12,137.00	1,520.00	....	....	....
Holguin	796.00	365.00	4,837.00	1,086.00	850.00	....
Manzanillo	319.00	2,465.00	2,781.00	6,361.00	924.00	....
Mayari	258.75	1,621.25	520.00	....	....	....
Nuevitas	738.89	5,433.03	410.00	60.00	....	....
Puerto Principe	2,210.00	3,000.00	9,285.00	15,005.00	....	....
San Luis	276.00	1,000.00	4,545.00	4,979.00	....	....
Santiago	2,803.00	22,227.30	7,298.53	37,390.00	4,451.17	....
Total	9,012.64	49,831.08	34,872.53	72,835.50	8,046.17	....
Grand total	52,870.17	106,210.33	158,392.24	107,943.60	19,020.68	$116,517.02

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public buildings.	Public instruction.	Census and Paris Exposition.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Headquarters division of Cuba:							
Office of the auditor	....	....	....	....	....	....	$7,350.20
Signal corps	....	....	....	....	....	....	19,978.85
Office of the treasurer	....	....	....	....	....	$15,000.00	19,442.33
Office disbursing clerk	....	....	....	....	....	....	50,000.00
Office chief quartermaster	....	....	....	....	....	....	4,304.09
Office superintendent charities and hospitals	....	....	....	....	....	....	4,323.16
Marine-Hospital service	....	....	....	$20,000.00	....	....	20,000.00
Postal department	....	....	....	....	....	....	47,467.30
Chief engineer	$8,239.52	....	....	....	....	....	20,239.52
Maj. T. E. True, Washington	....	....	[a] $25,000.00	....	....	....	25,000.00
Total	8,239.52	....	25,000.00	20,000.00	....	15,000.00	218,105.45
Captains of ports and custom-houses:		*Refunds.*					
Batabano	....	....	....	....	....	....	223.57
Caibarien	....	....	....	....	....	....	2,937.90
Cardenas	....	$300.00	....	....	....	....	2,037.00
Cienfuegos	....	....	....	....	....	....	1,200.00
Gibara	....	....	....	....	....	....	1,565.80
Guantanamo	....	....	....	....	....	....	1,409.17
Habana	12,371.07	2,000.00	....	....	....	....	56,898.68
Matanzas	1,033.04	....	....	....	....	....	6,608.64
Nuevitas	....	....	....	....	....	....	1,462.60
Santiago	....	....	....	....	....	....	4,993.31
Trinidad	....	....	....	....	....	....	539.16
Tunas de Zaza	....	....	....	....	....	....	242.00

[a] $25,000, census.

Exhibit D.—*Statement of allotment of funds for the month of April, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public buildings.	Public instruction.	Census and Paris Exposition.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Captains of ports and custom-houses—Cont'd.							
Collector for Cuba							7,183.00
Revenue-Cutter Service							5,384.00
Total	$13,404.11	$2,300.00					92,684.83
Department Matanzas and Santa Clara:							
Cardenas							2,746.33
Caibarien							1,970.00
Cienfuegos							6,602.00
Paso Caballos							549.00
Matanzas							24,757.34
Placetas							997.00
Sagua la Grande							1,898.54
Santa Clara							27,678.29
Sancti Spiritus							2,468.00
Trinidad	1,110.00						7,512.00
Total	1,110.00						76,678.50
Department Habana and Pinar del Rio:							
Habana							491.00
Guanajay					$700.00		17,368.20
	Jails.						
Pinar del Rio	935.00						8,565.93
Quemados	650.00						27,537.30
Columbia Barracks							27,263.54
Total	1,585.00				700.00		81,225.97
Department Santiago and Puerto Principe:	*Jails.*						
Baracoa	150.00						4,346.00
Ciego de Avila							12,301.00
Guantanamo							13,860.00
Holguin	442.00						8,376.00
Manzanillo				300.00			13,100.00
Mayari							2,400.00
Nuevitas							6,641.92
Puerto Principe	500.00						30,000.00
San Luis							10,800.00
Santiago	500.00				5,335.00		30,000.00
Total	1,592.00			300.00	5,335.00		181,824.92
Grand total	24,820.63	3,410.00	$25,000.00	$20,300.00	$6,035.00	$15,000.00	$650,519.67

Exhibit E.—*Statement of allotment of funds for the month of May, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.
Province of Pinar del Rio:					
Pinar del Rio	$1,015.00	$4,843.98	$1,794.26	$132.49	$8,094.15
Consolacion del Norte					434.00
Consolacion del Sur					155.00
San Juan y Martinez					545.75
San Luis					958.00
Vinales					575.00
San Cristobal					875.00
Candelaria					320.00
Julian Diaz (antes Paso Real)					95.00
Palacios					468.00
San Diego de los Baños					163.00
Guanajay					1,294.00
Artemisa					1,601.03
Bahia Honda					179.64

EXHIBIT E.—*Statement of allotment of funds for the month of May, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.
Province of Pinar del Rio—Continued.					
Cabañas					$477.00
Guayabal					428.95
Mariel					418.25
San Diego de Nuñez					178.00
Total	$1,015.00	$4,843.98	$1,794.26	$132.49	17,239.77
Province of Habana:					
Habana	5,967.00	19,613.71	6,575.00	4,191.65	24,974.79
Total	5,967.00	19,618.71	6,575.00	4,191,65	24,974.79
Province of Matanzas:					
Matanzas	116.66				
Cardenas					956.44
Jovellanos					82.50
Sabanilla del Encomendador					120.00
Jaguey Grande					190.00
Total	116.66				1,348.94
Province of Santa Clara:					
Santa Clara	1,568.93	5,695.73	3,278.06	364.83	6,404.12
Esperanza					623.25
Calabazar de Sagua					1,135.00
Ranchuelo					1,674.30
San Diego del Valle					494.50
Cienfuegos					7,045.55
Palmira					1,091.40
Cruces					1,634.00
Rodas					2,372.20
Santa Isabel de las Lajas					930.00
Cartagena					1,170.00
San Fernando de Camarones					680.00
Abreus					749.22
Sagua la Grande					4,192.68
Santo Domingo					1,030.26
Quemado de Guines					965.00
Cifuentes					713.00
Ceja de Pablo					905.00
Rancho Veloz					1,381.00
San Juan de las Veras					767.00
Remedios					2,928.42
Caibarien					1,360.00
Vueltas					962.14
Placetas					1,010.00
Camajuani					945.00
Yaguajay					723.00
Trinidad					3,408.00
Sancti Spiritus					3,469.96
Total	1,568.93	5,695.73	3,278.06	364.83	51,363.94
Province of Santiago de Cuba:					
Santiago de Cuba	1,963.32	7,346.32	8,166.76	1,585.87	23,781.74
San Luis					3,728.00
El Cristo					559.44
Caney					1,983.60
El Cobre					1,778.31
Alto Songo					1,133.00
Palma Soriano					1,887.41
Guantanamo					8,777.43
Sagua de Tanamo					500.00
Manzanillo					12,143.32
Campechuela					2,089.50
Niquero					1,044.00
Bayamo					3,846.50
Jiguani					2,065.50
Holguin					5,804.83
Puerto Padre					2,543.85
Gibara					8,615.00
Mayari					1,151.00
Baracoa					3,912.00
Total	1,963.32	7,346.32	3,166.76	1,585.87	87,334.43
Grand total	10,680.91	37,499.74	14,814.08	6,274.84	182,261.86

Exhibit E.—*Statement of allotment of funds for the month of May, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of public works.	Charities and hospitals.	Police.	Jails.	Total.
Province of Pinar del Rio:					
Pinar del Rio	$131.00	$1,251.00	$1,925.00	$100.00	$19,286.88
Consolacion del Norte			500.00		934.00
Consolacion del Sur			1,045.00		1,200.00
San Juan y Martinez			720.00		1,265.75
San Luis			535.00		1,493.00
Vinales			945.00		1,520.00
Guane			800.00		800.00
Mantua			390.00		390.00
San Cristobal			800.00		1,675.00
Candelaria			425.00		745.00
Julian Diaz (antes Paso Real)			355.00		450.00
Palacios			425.00		893.00
San Diego de los Baños			535.00		698.00
Guanajay			975.00		2,269.00
Artemisa			820.00		2,421.03
Bahia Honda			500.00		679.64
Cabañas			540.00		1,017.00
Guayabal			215.00		623.95
Mariel			425.00		843.25
San Diego de Nuñez					178.00
Total	131.00	1,251.00	12,875.00	100.00	39,382.50
Province of Habana:					
Habana	5,819.01	29,094.63		9,539.00	105,774.79
Marianao		430.00			430.00
Guanabacoa		1,800.00			1,800.00
Jaruco		300.00			300.00
San Antonio de los Baños		325.00			325.00
Bejucal		350.00			350.00
Santiago de las Vegas		265.00			265.00
Guines		675.00			675.00
Nueva Paz		275.00			275.00
Total	5,819.01	33,514.63		9,539.00	110,194.79
Province of Matanzas:					
Matanzas					116.66
Cardenas					956.44
Jovellanos					82.50
Sabanilla del Encomendador					120.00
Jaguey Grande					190.00
Total					1,465.60
Province of Santa Clara;					
Santa Clara	13,717.25	1,800.00	1,120.00	2,043.56	35,992.48
Esperanza			300.00		923.25
Calabazar de Sagua			460.00		1,595.00
Ranchuelo			800.00		1,974.30
San Diego del Valle			60.00		554.50
Cienfuegos		5,200.00	3,425.00	1,512.67	17,183.22
Palmira			220.00		1,911.40
Cruces			825.00		1,959.00
Rodas		200.00	230.00		2,802.20
Santa Isabel de las Lajas			230.00		1,160.00
Cartagena			240.00		1,410.00
San Fernando de Camarones			260.00		940.00
Abreus			195.00		944.22
Sagua la Grande		2,664.00	905.00	497.82	8,259.45
Santo Domingo		394.00	230.00		1,654.26
Quemado de Guines			280.00		1,245.00
Cifuentes			190.00		903.00
Ceja de Pablo			160.00		1,065.00
Rancho Veloz			160.00		1,541.00
San Juan de las Yeras			130.00		897.00
Remedios		951.00	690.00	665.25	5,234.67
Caibarien			250.00		1,610.00
Vueltas			280.00		1,242.14
Placetas			260.00		1,270.00
Camajuani			355.00		1,300.00
Yaguajay			260.00		983.00
Trinidad		808.50	630.00	287.00	5,133.50
Sancti Spiritus		3,650.00	935.00	583.07	8,638.02
Total	13,717.25	15,667.50	13,080.00	5,589.37	110,325.61

EXHIBIT E.—*Statement of allotment of funds for the month of May, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of public works.	Charities and hospitals.	Police.	Jails.	Total.
Province of Santiago de Cuba:					
Santiago de Cuba	$1,061.96	$7,787.00	$5,807.00	$1,115.00	$53,614.97
San Luis			120.00		3,848.00
El Cristo					559.44
Caney			120.00		2,103.60
El Cobre			30.00		1,808.31
Alto Songo			60.00		1,193.00
Palma Soriano			60.00		1,947.41
Guantanamo	5,000.00		570.00	243.20	14,590.63
Sagua de Tanamo			60.00		560.00
Manzanillo			765.00	173.00	13,081.32
Campechuela			155.00		2,244.50
Niquero			60.00		1,104.00
Bayamo			150.00	101.50	4,098.00
Jiguani			90.00		2,145.50
Holguin			490.00	360.00	6,654.83
Puerto Padre			160.00		2,703.85
Gibara			360.00		8,975.00
Mayari			125.00		1,276.00
Baracoa			160.00	112.05	4,184.05
Total	6,061.96	7,787.00	9,342.00	2,104.75	126,692.41
Grand total	25,729.22	58,220.13	35,297.00	17,833.12	388,060.91
Less amount balance on hand province of Santiago					35,122.00
Grand total					352,938.91

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.
Headquarters Division of Cuba:						*Postal service.*
Signal Corps	$944.00		$18,926.00			
Office of chief quartermaster	4,657.00		45.00	$4,601.88		
Office of superintendent charities and hospitals					$6,120.50	
Postal department						$8,920.12
Chief engineer		$138,425.00		1,955.00	247.30	
Total	5,601.00	138,425.00	18,971.00	6,556.88	6,367.80	8,920.12
Captains of ports, and custom-houses:				*Captains of ports.*		*Expenses.*
Baracoa						315.00
Caibarien				100.00		
Cienfuegos				765.00		538.33
Manzanillo						1,293.30
Sagua la Grande				135.00		940.23
Santiago						5,048.31
Revenue-Cutter Service						7,817.36
Total				1,000.00		20,752.53
Department of Matanzas and Santa Clara:						
Cienfuegos					1,166.39	
Santa Clara					4,339.99	
Sancti Spiritus					1,630.00	
Total					7,131.38	
Department Habana and Pinar Del Rio:						
Habana			6,445.00		1,000.00	
Chief sanitary officer		5,986.00				
Guanajay	5,706.50	500.00	225.00	12,000.00		
Pinar del Rio	816.00	800.00	385.00	2,000.00		
Quemados	1,210.13	3,228.00	6,995.60		5,483.93	
Columbia Barracks	18,332.84		275.00			
Total	21,065.47	10,514.00	14,325.60	14,000.00	6,483.93	

Exhibit E.—*Statement of allotment of funds for the month of May, 1900*—Continued.

DISBURSED THRORGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.
Department Santiago and Puerto Principe:						
Baracoa	$200.00	$906.50	$1,097.50		$50.00	
Ciego de Avila	258.00		2,560.00	$6,342.00	340.00	
Nuevitas	263.41	3,085.61	400.00		22.33	
Puerto Principe	2,335.00	3,000.00	9,131.00	2,934.00	13,000.00	
Total	3,056.41	6,992.11	13,188.50	9,276.00	13,412.33	
Grand total	29,722.88	155,931.11	46,485.10	30,832.88	33,400.44	$29,672.65

Departments.	Public buildings.	Public instruction.	Census and Paris Exposition.	Quarantine.	Municipalities.	Total.
Headquarters Division of Cuba:						
Signal Corps						$19,870.00
Office of chief quartermaster		$500.00				9,803.88
Office of superintendent charities and hospitals						6,120.50
Marine-Hospital Service				$29,737.00		29,737.00
Postal department						8,920.12
Chief engineer	*Jails.* $6,000.00					146,627.30
Maj. T. E. True, Washington			$25,000.00			25,000.00
Total	6,000.00	500.00	*a*25,000.00	29,737.00		246,078.80
Captains of ports, and custom-houses:		*Refunds.*				
Baracoa						315.00
Caibarien						100.00
Cienfuegos						6,103.33
Manzanillo		400.00				1,693.30
Sagua la Grande	15.00	326.94				1,417.17
Santiago	600.00					5,648.31
Revenue-Cutter Service						7,817.36
Total	615.00	726.94				23,904.47
Department of Matanzas and Santa Clara:						
Cienfuegos						1,166.39
Colon	*Jails.* 175.00					175.00
Santa Clara	175.00					4,514.99
Sancti Spiritus	140.00					1,770.00
Trinidad	87.50					87.50
Remedios	175.00					175.00
Total	752.50					7,888.88
Department Habana and Pinar del Rio:						
Habana					$625.00	8,070.00
Chief sanitary officer						5,986.00
Guanajay						18,431.50
Pinar del Rio						4,001.00
Quemados						16,917.66
Columbia Barracks						13,607.84
Total					625.00	67,014.00
Department Santiago and Puerto Principe:						
Baracoa						2,254.00
Ciego de Avila						9,500.00
Nuevitas	*Schools.* 2,816.00	412.65				7,000.00
Puerto Principe						30,400.00
Total	2,816.00	412.65				49,154.00
Grand total	10,183.50	1,639.59	25,000.00	29,737.00	625.00	393,230.15

a Census.

EXHIBIT F.—*Statement of allotment of funds for the month of June, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Pinar del Rio:						
Pinar del Rio	$1,015.00	$4,858.66	$1,779.58	$411.32	$8,107.49	$26,175.00
Consolacion del Norte					434.00	
Consolacion del Sur					155.00	
San Juan y Martinez					543.75	
San Luis					905.00	
Vinales					563.00	
San Cristobal					570.00	14,600.00
Candelaria					300.00	
Julian Dias (antes Paso Real)					95.00	
Palacios					270.00	
San Diego de los Baños					163.00	
Guanajay					1,206.00	
Artemisa					1,235.10	
Bahia Honda					179.64	
Cabañas					477.00	
Guayabal					248.92	
Mariel					388.25	
San Diego de Nuñez					178.00	
Total	1,015.00	4,858.66	1,779.58	411.32	16,019.15	40,775.00
Province of Habana:						
Habana	10,059.39	25,011.46	12,998.93	398.49	84,921.48	23,637.13
Marianao					2,095.24	
Bauta					643.80	
El Cano					621.00	
Guanabacoa					3,770.00	
Managua					280.00	3,587.49
Regla					1,774.21	
Santa Maria del Rosario					490.00	
Jaruco					850.00	
La Salud					415.00	
Aguacate					745.00	
San Pablo de Bainoa					352.98	
Santa Cruz del Norte					440.00	
San Jose de las Lajas					1,008.66	
Tapaste					130.00	
San Antonio de los Baños					2,070.00	
Alquizar					695.00	
Ceiba del Agua					747.66	
Guira de Melena					2,028.00	
Vereda Nueva					339.00	
Bejucal					1,095.00	
Batabano					1,285.98	3,000.00
Quivican					452.00	
Santiago de las Vegas					1,933.75	
Isla de Pinos					477.00	
San Antonio de las Vegas					591.00	
San Felipe					764.00	
Guines					3,191.50	5,608.23
La Catalina					824.00	
Madruga					956.32	
Melena del Sur					550.00	
Nueva Paz					1,338.80	
San Nicolas					1,569.50	
Guara					469.32	
Total	10,059.39	25,011.46	12,998.93	398.49	119,915.20	35,832.85
Province of Matanzas:						
Matanzas	1,393.33	5,654.32	2,356.56	132.50	22,465.06	2,622.65
Canasi					204.00	11,000.00
Guamacaro					678.50	
Santa Ana					553.50	
Cardenas					12,640.13	
Carlos Rojas					478.00	
Marti					1,335.00	
Maximo Gomez					685.00	
Jovellanos					904.00	
Alacranes					1,546.00	
Bolondron					1,387.00	
Cabezas					618.00	
Union de Reyes					1,308.56	
Sabanilla del Encomendador					428.00	
Colon					2,582.87	
Cuevitas					720.00	
Macagua					591.66	
Macuriges					1,389.00	

EXHIBIT F.—*Statement of allotment of funds for the month of June, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Matanzas—Cont'd.						
Manguito					$1,536.80	
Perico					494.00	
Roque					407.00	
San Jose de los Ramos					1,048.00	
Jaguey Grande					901.50	
Total	$1,393.33	$5,654.32	$2,356.56	$132.50	54,901.58	$13,622.65
Province of Santa Clara:						
Santa Clara					3,800.00	1,294.25
Cienfuegos					6,150.00	2,700.00
Rodas						5,000.00
Sagua la Grande					6,200.00	
Calbarien					4,500.00	
Trinidad					1,500.00	
Sancti Spiritus					1,600.00	2,513.00
Total					23,750.00	11,507.25
Province of Puerto Principe:						
Puerto Principe	1,112.50	3,661.98	1,327.27	339.83	16,890.80	1,357.51
Nuevitas					1,842.00	
Santa Cruz del Sur					793.00	
Moron					1,487.00	
Ciego de Avila					519.00	
Total	1,112.50	3,661.98	1,327.27	339.83	21,531.80	1,357.51
Province of Santiago de Cuba:						
Santiago de Cuba					5,000.00	1,634.00
Guantanamo					1,500.00	2,000.00
Manzanillo					4,500.00	
Holguin					18,000.00	
Gibara					7,000.00	
Mayari					4,500.00	
Baracoa					1,700.00	
Total					42,200.00	3,634.00
Grand total	13,580.22	39,186.42	18,462.34	1,282.14	278,317.73	106,729.26

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Pinar del Rio:					
Pinar del Rio	$1,251.00	$1,925.00			$45,523.05
Consolacion del Norte		500.00			934.00
Consolacion del Sur		1,045.00			1,200.00
San Juan y Martinez		720.00			1,263.75
San Luis		535.00			1,440.00
Vinales		945.00			1,508.00
Guane		800.00			800.00
Mantua		390.00			390.00
San Cristobal		800.00			15,970.00
Candelaria		425.00			725.00
Julian Diaz (antes Paso Real)		355.00			450.00
Palacios		425.00			695.00
San Diego de los Baños		535.00			698.00
Guanajay		975.00			2,181.00
Artemisa		820.00			2,055.10
Bahia Honda		500.00			679.64
Cabañas		540.00			1,017.00
Guayabal		215.00			463.92
Mariel		425.00			813.25
San Diego de Nuñez					178.00
Total	1,251.00	12,875.00			78,984.71
Province of Habana:					
Habana	25,867.63		$8,921.89	$13,254.59	205,070.99
Marianao	430.00	995.00	456.41		3,976.65
Bauta					643.80
El Cano					621.00
Guanabacoa	1,800.00	1,766.92	735.75		8,072.67
Managua		615.00			4,482.49

EXHIBIT F.—*Statement of allotment of funds for the month of June, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Habana—Continued.					
Regla					$1,774.21
Santa Maria del Rosario					490.00
Jaruco	$300.00	$524.83	$330.50		2,005.33
La Salud		278.67			693.67
Aguacate					745.00
San Pablo de Bainoa					352.98
Santa Cruz del Norte		270.00			710.00
San Jose de las Lajas		355.00			1,363.66
Tapaste		190.00			320.00
San Antonio de los Banos	325.00	925.00	493.33		3,813.33
Alquizar					695.00
Ceiba del Agua					747.66
Guira de Melena		880.00			2,908.00
Vereda Nueva		170.00			509.00
Bejucal	350.00		444.77		1,889.77
Batabano					4,285.98
Quivican		340.00			792.00
Santiago de las Vegas	265.00	610.00			2,808.75
Isla de Pinos		910.00			1,387.00
San Antonio de las Vegas		310.00			901.00
San Felipe		310.00			1,074.00
Guines	675.00	1,345.00	574.15		11,393.88
La Catalina		400.00			1,224.00
Madruga		480.00			1,436.32
Melena del Sur		471.17			1,021.17
Nueva Paz	275.00	920.00			2,533.80
San Nicolas		690.00			2,259.50
Guara		310.00			779.32
Total	30,287.63	14,066.59	11,956.80	$13,254.59	273,781.93
Province of Matanzas:					
Matanzas	4,503.33	6,790.00	1,586.95		47,454.70
Canasi		320.00			11,524.00
Guamacaro	300.00	340.00			1,318.50
Santa Ana		190.00			743.50
Cardenas	500.00	1,990.00	642.25		15,772.38
Carlos Rojas		235.00			718.00
Marti		400.00			1,735.00
Maximo Gomez		285.00			970.00
Jovellanos	290.00	470.00			1,664.00
Alacranes		320.00	786.75		2,652.75
Bolondron		620.00			2,007.00
Cabezas		320.00			938.00
Union de Reyes		160.00			1,468.56
Sabanilla del Encomendador		395.00			823.00
Colon	889.00	935.00	435.00		4,841.87
Cuevitas		165.00			885.00
Macagua		340.00			931.66
Macuriges		820.00			2,209.00
Manguito		400.00			1,936.80
Perico		160.00			654.00
Roque		160.00			567.00
San Jose de los Ramos		340.00			1,388.00
Jaguey Grande		410.00			1,311.50
Total	6,482.33	16,565.00	3,400.95		104,509.22
Province of Santa Clara:					
Santa Clara					5,094.25
Cienfuegos					8,850.00
Rodas					5,000.00
Sagua la Grande					6,200.00
Caibarien				1,200.00	5,700.00
Trinidad					1,500.00
Sancti Spiritus					4,113.00
Total				1,200.00	36,457.25
Province of Puerto Principe:					
Puerto Principe	2,805.00	4,205.00	384.93		32,084.82
Nuevitas		510.00			2,352.00
Santa Cruz del Sur		195.00			988.00
Moron		160.00			1,647.00
Ciego de Avila		335.00			854.00
Total	2,805.00	5,405.00	384.93		37,925.82

Exhibit F.—*Statement of allotment of funds for the month of June, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-house board.	Total.
Province of Santiago de Cuba:					
Santiago de Cuba					$6,634.00
Guantanamo					3,500.00
Manzanillo				$790.00	5,290.00
Holguin					18,000.00
Gibara					7,000.00
Mayari					4,500.00
Baracoa					1,700.00
Total				790.00	46,624.00
Grand total	$40,825.96	$48,911.59	$15,742.68	15,244.59	578,282.93

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports and harbors.	Charities and hospitals.	Miscellaneous.
Headquarters Division of Cuba:						*Postal service.*
Office of the auditor			$16,782.68			
Signal Corps	$805.50		22,345.87			
Office of the treasurer			11,750.00			
Office of the disbursing clerk		$77.26	58,274.45		$10,000.00	
Office of the chief quartermaster	9,704.18			$6,445.16		
Office of the superintendent of charities and hospitals					27,366.18	
Postal department						$37,855.82
Chief engineer				450.00		
Chief surgeon					600.00	
Total	10,509.68	77.26	109,153.00	6,895.16	37,966.18	37,855.82
Captains of ports and custom-houses:				*Captains of ports.*		*Expenses.*
Baracoa						305.00
Batabano		5.00				194.00
Caibarien				240.00		1,132.85
Cardenas						1,962.47
Cienfuegos				710.00		6,839.18
Gibara						1,543.00
Guantanamo				100.00		1,111.67
Habana				3,555.00		39,413.00
Manzanillo						993.30
Matanzas				175.00		2,233.34
Nuevitas				232.93		2,183.52
Sagua la Grande				135.00		815.50
Santa Cruz del Sur						200.00
Santiago						4,499.98
Trinidad						693.66
Tunas de Zaza						222.00
Collector for Cuba						11,692.00
Total		5.00		5,147.93		75.984.47
Department of Matanzas and Santa Clara:						
Cardenas	361.33	2,500.00	80.00			
Caibarien	410.00	2,050.00	50.00			
Cienfuegos	839.00	6,764.00			235.27	
Paso Caballos	545.00		5.00			
Matanzas	1,648.67	14,443.27	4,402.51		662.00	
Placetas			189.00		800.00	
Sagua la Grande	702.00	800.00	800.00			
Santa Clara	1,144.88	7,926.00	22,456.22		4.80	
Sancti Spiritus		2,409.00	324.00		60.00	
Trinidad	126.00	7,200.00	55.00		1,971.76	
Total	5,276.88	44,092.27	27,861.73		3,733.83	

EXHIBIT F.—*Statement of allotment of funds for the month of June, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports and harbors.	Charities and hospitals.	Miscellaneous.
Department of Habana and Pinar del Rio:						
Habana	$196.00	....	$4,187.00	....	$900.00	....
Chief sanitary officer	....	$7,855.00	....	....	....	....
Guanajay	941.60	300.00	250.00	$10,000.00	....	....
Pinar del Rio	5,627.00	....	385.00	....	500.00	....
Quemados	5,587.00	3,130.00	7,262.14	3,700.00	4,642.00	....
Columbia Barracks	10,490.40	....	200.00	....	....	....
Total	22,842.00	11,285.00	12,234.14	13,700.00	6,042.00	....
Department of Santiago and Puerto Principe:						
Ciego de Avila	258.00	....	2,485.00	1,257.00	....	....
Guantanamo	698.00	9,442.00	1,720.00	....	2,000.00	....
Holguin	....	2,230.00	4,370.00	2,200.00	1,600.00	....
Manzanillo	1,045.00	2,725.00	2,481.00	8,330.00	499.00	....
Mayari	70.00	2,440.00	480.00	....	....	....
Nuevitas	121.96	306.00	....	1.886.56	527.86	....
Puerto Principe	....	....	....	....	6,000.00	....
San Luis	126.00	1,000.00	650.00	7,704.00	....	....
Santiago	2,458.00	20,627.37	6,751.86	42,144.10	1,309.50	....
Morro Castle	1,500.00	....	....	....	....	....
Total	6,276.96	38,770.37	18,887.86	63,521.66	11,935.86	....
Grand total	44,905.52	94,229.90	168,136.73	89,264.75	59,677.87	$113,840.29

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Public buildings.	Public instruction.	Elections.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Headquarters Division of Cuba:							
Office of the auditor	....	....	....	....	....	....	$16,782.68
Signal Corps	....	....	....	....	....	....	23,151.37
Office of the treasurer	....	....	....	....	....	$15,000.00	26,750.00
Office of the disbursing clerk	$5,000.00	$45,000.00	$10,000.00	....	....	....	128,351.71
Office of the chief quartermaster	....	....	....	....	....	....	16,149.34
Office of the superintendent of charities and hospitals	....	....	....	....	....	....	27,366.18
Marine-Hospital Service	....	....	....	$15,000.00	....	....	15,000.00
Postal department	....	....	....	....	....	....	37,855.82
Chief engineer	....	....	....	....	....	....	450.00
Chief surgeon	....	....	....	....	....	....	600.00
Total	5,000.00	45,000.00	10,000.00	15,000.00	....	15,000.00	292,457.10
Captains of ports and custom-houses:		*Refunds.*					
Baracoa	....	....	....	....	....	....	305.00
Batabano	....	....	....	....	....	....	199.00
Caibarien	....	553.79	....	....	....	....	1,926.64
Cardenas	....	100.00	....	....	....	....	2,062.47
Cienfuegos	....	....	....	....	....	....	7,549.18
Gibara	....	....	....	....	....	....	1,543.00
Guantanamo	....	....	....	....	....	....	1,211.67
Habana	....	7,000.00	....	....	....	....	49,968.00
Manzanillo	....	400.00	....	....	....	....	1,393.30
Matanzas	....	....	....	....	....	....	2,408.34
Nuevitas	....	595.24	....	....	....	....	2,961.69
Sagua la Grande	10.00	211.52	....	....	....	....	1,172.02
Santa Cruz del Sur	....	....	....	....	....	....	200.00
Santiago	2,500.00	400.00	....	....	....	....	7,399.98
Trinidad	....	....	....	....	....	....	693.66
Tunas de Zaza	....	....	....	....	....	....	222.00
Collector for Cuba	....	....	....	....	....	....	11,692.00
Total	2,510.00	9,260.55	....	....	....	....	92,907.95

Exhibit F.—*Statement of allotment of funds for the month of June, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public buildings.	Public instruction.	Elections.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Department of Matanzas and Santa Clara:							
Cardenas		$500.00					$3,441.83
Caibarien							2,510.00
Cienfuegos		850.00					8,188.27
Paso Caballos							550.00
Matanzas		500.00					21,656.45
Placetas							989.00
Sagua la Grande		150.00					1,952.00
Santa Clara							31,531.90
Sancti Spiritus							2,798.00
Trinidad							9,352.76
Total		2,000.00					82,964.71
Department of Habana and Pinar del Rio:							
Habana					$3,892.00		9,125.00
Chief sanitary officer							7,855.00
Guanajay							11,491.60
Pinar del Rio							6,512.00
Quemados							24,321.14
Columbia Barracks							10,690.40
Total					3,892.00		69,995.14
Department of Santiago and Puerto Principe:							
Ciego de Avila							4,000.00
Guantanamo		75.00					13,935.00
Holguin							10,400.00
Manzanillo							15,030.00
Mayari							2,990.00
Nuevitas	*Schools.* $8.12	150.00					3,000.00
Puerto Principe							6,000.00
San Luis							9,480.00
Santiago		1,500.00					74,790.83
Morro Castle							1,500.00
Total	8.12	1,725.00					141,125.83
Grand total	7,518.12	57,985.55	$10,000.00	$15,000.00	3,892.00	$15,000.00	679,450.73

Exhibit G.—*Recapitulation allotment of funds disbursed through haciendas, January 1 to June 30, 1900.*

Month.	State and government.	Justice.	Finance.	Agriculture.	Public instruction.	Public works.
Province of Pinar del Rio:						
January	$2,296.66	$9,078.64	$2,365.50	$61.90	$5,989.88	
February	1,065.00	4,742.00	2,426.92	132.50	22,070.82	$21,368.48
March	1,015.00	4,843.98	1,794.26	132.49	14,939.98	8,588.75
April				275.33	8,399.77	
May	1,015.00	4,843.98	1,794.26	132.49	17,239.77	131.00
June	1,015.00	4,858.66	1,779.58	411.32	16,019.15	40,775.00
Total	6,406.66	28,367.26	10,160.52	1,146.03	84,659.37	70,863.23
Province of Habana:						
January	9,563.77	26,708.63	16,193.66	5,108.10	10,697.28	14,464.82
February	11,034.49	28,233.29	14,493.64	4,654.56	107,689.60	48,462.78
March	12,745.08	24,693.55	11,466.91	5,150.59	81,404.92	21,709.98
April	9,231.99	24,713.92	12,279.43	4,944.79	122,435.52	2,633.51
May	5,967.00	19,613.71	6,575.00	4,191.65	24,974.79	5,819.01
June	10,059.39	25,011.46	12,998.93	398.49	119,915.20	35,832.85
Total	58,601.72	148,974.56	74,007.57	24,448.18	467,117.31	128,922.95
Province of Matanzas:						
January	1,212.50	5,719.10	2,727.28		12,467.05	3,088.06
February	1,809.09	6,317.00	1,897.95	1,235.79	47,318.45	6,494.72
March	1,150.00	5,654.80	2,519.84	132.50	49,546.70	1,510.00

EXHIBIT G.—*Recapitulation allotment of funds disbursed through haciendas, January 1 to June 30, 1900*—Continued.

Month.	State and government.	Justice.	Finance.	Agriculture.	Public instruction.	Public works.
Province of Matanzas—C't'd.						
April	$1,150.00	$5,775.86	$2,206.00	$132.50	$99,485.50	$17,550.00
May	116.66	....	....	....	1,348.94	....
June	1,393.33	5,654.82	2,356.56	132.50	54,901.58	13,622.65
Total	6,831.58	29,120.58	11,707.63	1,638.29	265,068.22	42,265.43
Province of Santa Clara:						
January	2,038.37	5,647.94	2,348.10	132.50	23,000.00	....
February	2,091.91	6,650.64	2,575.00	132.50	55,382.92	26,045.15
March	2,612.88	5,587.02	3,846.38	324.83	49,160.52	28,505.00
April	1,568.93	6,668.72	3,803.99	364.83	87,811.92	3,315.83
May	1,568.93	5,695.73	3,278.06	364.83	51,363.94	13,717.25
June	....	....	....	....	23,750.00	11,507.25
Total	9,881.02	30,250.05	15,351.53	1,319.49	290,469.30	83,090.48
Province of Puerto Principe:						
January	2,345.00	7,278.00	1,806.56	371.66	3,000.00	....
February	1,122.50	3,959.32	953.28	318.59	25,140.00	1,711.41
March	1,112.50	4,544.32	1,421.96	349.83	17,733.60	2,020.54
April	1,112.50	3,669.32	1,219.95	340.16	31,171.35	555.00
May	....	....	....	....	....	....
June	1,112.50	3,661.98	1,327.27	339.83	21,531.80	1,357.51
Total	6,805.00	23,112.94	6,729.02	1,720.07	98,576.75	5,644.46
Province of Santiago:						
January	3,896.63	15,508.90	4,080.94	3,449.12	18,911.50	....
February	1,773.65	7,484.62	3,669.89	1,685.72	33,020.82	1,628.33
March	3,493.33	7,564.34	3,519.55	1,520.86	16,220.82	1,611.67
April	1,963.32	7,694.65	3,801.06	1,500.88	42,243.77	650.00
May	1,963.32	7,346.32	3,166.76	1,585.87	87,334.43	6,061.96
June	....	....	....	....	42,200.00	3,634.00
Total	13,090.25	45,598.83	18,238.20	9,742.45	234,931.34	13,585.96
Less balance on hand month of May	....	....	....	....	35,122.00	
					199,809.34	
Grand total	101,616.23	305,424.22	136,194.47	40,009.51	1,405,700.29	344,372.51

Month.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Pinar del Rio:					
January	$64.35	$29,406.00	$1,113.08	....	$50,376.01
February	....	17,003.00	1,394.63	$708.75	70,912.10
March	....	15,435.06	....	....	46,749.52
April	4,752.81	....	9,570.49	....	22,996.40
May	1,251.00	12,875.00	100.00	....	39,382.50
June	1,251.00	12,875.00	....	....	78,984.71
Total	7,319.16	87,594.06	12,178.20	708.75	309,403.24
Province of Habana:					
January	8,917.66	16,583.00	27,265.45	3,364.70	138,867.07
February	8,917.66	16,583.00	....	2,795.00	242,864.02
March	11,064.66	16,589.00	....	7,079.53	191,904.22
April	72,800.14	18,390.00	16,764.04	14,316.58	298,509.92
May	33,514.63	....	9,539.00	....	110,194.79
June	30,287.63	14,066.59	11,956.80	13,254.59	273,781.93
Total	165,502.38	82,211.59	65,525.29	40,810.40	1,256,121.95
Province of Matanzas:					
January	567.98	20,144.23	28.90	795.30	46,750.40
February	6,617.09	23,341.17	3,419.37	1,121.20	99,571.83
March	5,939.00	17,265.00	2,724.56	....	86,441.90
April	7,272.66	17,605.00	4,810.74	....	155,968.26
May	....	....	....	....	1,465.60
June	6,482.33	16,565.00	3,400.95	....	104,509.22
Total	26,879.06	94,920.40	14,384.52	1,916.50	494,727.21

Exhibit G.—*Recapitulation allotment of funds disbursed through haciendas, January 1 to June 30, 1900*—Continued.

Month.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Santa Clara:					
January	$3,554.58	$13,721.66	$997.87	$2,419.61	$53,860.63
February	3,554.85	15,911.66	3,405.65	11,083.08	126,833.36
March	15,338.02	14,812.66	1,305.90		121,493.21
April	31,619.70	14,101.66	18,220.09		166,975.67
May	15,667.50	13,080.00	5,589.37		110,325.61
June				1,200.00	36,457.25
Total	69,734.65	71,627.64	29,518.88	14,702.69	615,945.73
Province of Puerto Principe:					
January	3,900.00	10,810.00	2,889.50	632.57	33,033.29
February	2,400.00	5,405.00	1,629.40	789.66	43,429.16
March	2,400.00	5,405.00	2,232.82		37,220.57
April	2,600.00	5,405.00	2,453.68		48,526.96
May					
June	2,805.00	5,405.00	384.93		37,925.82
Total	14,105.00	32,430.00	9,590.33	1,422.23	200,135.80
Province of Santiago:					
January		24,677.00	1,824.00	3,326.96	70,675.05
February		10,628.80	200.00	1,356.66	61,448.49
March		9,342.00	200.00		43,472.57
April		9,342.00	1,235.40		68,431.08
May	7,787.00	9,342.00	2,104.75		126,692.41
June				790.00	46,624.00
Total	7,787.00	63,331.80	5,564.15	5,473.62	417,343.60
Less balance on hand month of May					35,122.00
					382,221.60
Grand total	291,327.25	432,115.49	136,761.37	65,034.19	3,258,555.53

Exhibit H.—*Recapitulation allotment of funds disbursed through military disbursing officers January 1 to June 30, 1900.*

Month.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.	Public buildings.
Headquarters Division of Cuba:						*Postal service.*	
January	$9,365.75	$154,200.00	$67,455.65	$39,300.00		$94,958.88	$30,608.68
February	9,398.50	149,198.82	90,620.36	4,295.00	$47,251.21		15,000.00
March	261,709.71	290,790.50	96,228.81	24,841.76	25,634.54	49,011.95	17,668.00
April	1,133.85	12,000.00	81,030.53	3,686.09	4,548.16	47,467.30	8,239.52
May	5,601.00	138,425.00	18,971.00	6,556.88	6,367.80	8,920.12	6,000.00
June	10,509.68	77.26	109,153.00	6,895.16	37,966.18	37,855.82	5,000.00
Total	297,718.49	744,691.58	463,459.35	85,574.89	121,767.89	238,214.07	82,516.20
Captains of ports and custom-houses:				*Captains of ports.*		*Expenses.*	
January				480.00		60,979.50	2,005.00
February		5.00		5,017.09		96,799.37	988.40
March		5.00		4,494.14		104,563.33	34.05
April		5.00		7,926.00		69,049.72	13,404.11
May				1,000.00		20,752.53	615.00
June		5.00		5,147.93		75,984.47	2,510.00
Total		20.00		24,065.16		428,128.92	19,556.56
Department Matanzas and Santa Clara:							
January	14,810.17	46,240.50	602.09	950.00	49,114.79		1,190.49
February	8,169.70	61,945.10	24,504.60	1,000.00	86,072.57		3,600.00
March	31,933.22	89,357.69	44,906.43	3,411.43	38,733.23		10,934.50
April	6,341.57	39,374.87	28,942.06		910.00		
May					7,136.38		752.50
June	5,276.88	44,092.27	27,861.73		3,733.83		
Total	66,531.54	281,010.43	126,818.91	5,361.43	185,700.80		16,477.49

EXHIBIT H.—*Recapitulation allotment of funds disbursed through military disbursing officers January 1 to June 30, 1900*—Continued.

Month.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.	Public buildings.
Department of Habana and Pinar del Rio:							
January	$18,335.79	$14,528.00	$11,845.72	$11,500.00	$21,461.50	....	$8,405.99
February	8,079.84	17,471.03	12,284.12	23,380.00	16,348.09	....	10,228.99
March	36,898.45	24,877.92	16,178.66	22,800.00	16,452.16	....	16,753.00
April	36,382.11	4,999.38	8,547.12	23,496.01	5,516.35	....	1,585.00
May	21,065.47	10,514.00	14,325.60	14,000.00	6,483.93	....	....
June	22,842.00	11,285.00	12,234.14	13,700.00	6,042.00	....	....
Total	143,603.66	83,675.33	75,415.36	108,876.01	72,304.03	....	36,972.98
Department of Santiago and Puerto Principe:							
January	9,061.50	56,719.85	23,953.71	59,182.67	8,365.53	....	....
February	80,752.00	143,427.55	61,763.99	80,889.00	34,500.66	$2,000.80	7,112.00
March	21,993.42	66,914.11	29,113.86	66,261.50	21,556.66	....	4,131.50
April	9,012.64	49,831.08	34,872.53	72,835 50	8,046.17	....	1,592.00
May	3,056.41	6,992.11	13,188.50	9,276.00	13,412.33	....	2,816.00
June	6,276.96	38,770.37	18,887.86	63,521.66	11,935.86	....	8.12
Total	130,152.93	362,655.07	181,780.45	351,966.33	97,817.21	2,000.80	15,659.62
Grand total	638,006.62	1,472,052.41	847,474.07	575,843.82	477,5[illegible]9.93	668,343.79	171,182.85

Month.	Public instruction.	Elections.	Census and Paris Exposition.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Headquarters Division of Cuba:							
January	....	....	....	....	....	....	$395,888.96
February	$11,069.04	....	$29,729.85	$40,000.00	$6,522.21	$30,000.00	433,084.99
March	100,000.00	....	7,033.56	....	4,699.69	15,000.00	892,618.52
April	....	....	25,000.00	20,000.00	....	15,000.00	218,105.45
May	500.00	....	25,000.00	29,737.00	....	....	246,078.80
June	45,000.00	$10,000.00	....	15,000.00	....	15,000.00	292,457.10
Total	156,569.04	10,000.00	86,763.41	104,737.00	11,221.90	75,000.00	2,478,233.82
Captains of ports and custom-houses:	*Refunds.*						
January	8,723.61	....	....	....	....	....	72,188.11
February	3,489.31	....	....	....	....	....	106,299.17
March	2,919.77	....	....	....	....	....	112,016.29
April	2,300.00	....	....	....	....	....	92,684.83
May	726.94	....	....	....	....	....	23,094.47
June	9,260.55	....	....	....	....	....	92,907.95
Total	27,420.18	....	....	....	....	....	499,190.82
Department Matanzas and Santa Clara:							
January	....	....	....	....	....	....	112,908.04
February	....	....	....	....	....	....	185,291.97
March	200.00	....	....	....	....	....	219,478.50
April	1,110.00	....	....	....	....	....	76,678.50
May	....	....	....	....	....	....	7,888.88
June	2,000.00	....	....	....	....	....	82,964.71
Total	3,310.00	....	....	....	....	....	685,210.60
Department of Habana and Pinar del Rio:							
January	21,625.75	....	....	....	8,000.00	....	115,702.75
February	....	....	....	....	9,500.00	....	97,292.07
March	....	....	....	....	....	....	133,960.19
April	....	....	....	....	700.00	....	81,225.97
May	....	....	....	....	625.00	....	67,014.00
June	....	....	....	....	8,892.00	....	69,995.14
Total	21,625.75	....	....	....	22,717.00	....	565,190.12

EXHIBIT H.—*Recapitulation allotment of funds disbursed through military disbursing officers, January 1 to June 30, 1900*—Continued.

Month.	Public instruction.	Elections.	Census and Paris Exposition.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Department of Santiago and Puerto Principe:							
January							$157,283.26
February					$2,096.00		412,542.00
March							209,971.05
April				$800.00	5,335.00		181,824.92
May	$412.65						49,154.00
June	1,725.00						141,125.83
Total	2,187.65			800.00	7,431.00		1,151,901.06
	211,062.62	$10,000.00	$86,763.41	105,037.00	1,369.90	$75,000.00	5,379,726.42
In addition settlement warrants were issued to Lieut. H. M. Powell, $90, and Maj. C. A. Williams, $0.50							90.50
Grand total							5,379,816.92

Sanitation:	
Custom-houses	$20.00
Public works and harbors:	
Captains of ports	24,065.16
Miscellaneous:	
Postal service	238,214.07
Custom-houses	428,128.92
Miscellaneous	2,000.80
Public buildings:	
Custom-houses	19,556.56
Jails	86,023.97
Schools	11,424.12
Public buildings	54,178.20
Public instruction:	
Custom-houses	27,420.18
Census	72,033.56
Paris Exposition	14,729.85

EXHIBIT I.—*Recapitulation by months, disbursements of funds as per appropriations, from January 1 to June 30, 1900.*

Appropriations.	January.	February.	March.	April.
Agriculture	$9,123.28	$8,159.66	$7,611.10	$7,558.49
Barracks and quarters	51,573.21	106,400.04	352,534.80	52,870.17
Bills of lading and transportation		30,000.00	15,000.00	15,000.00
Captains of ports	480.00	5,017.09	4,494.14	7,926.00
Charities and hospitals	95,946.39	205,662.13	137,118.27	138,065.99
Census		15,000.00	7,033.56	25,000.00
Custom-houses	71,708.11	101,282.08	107,522.15	84.758.83
Elections				
Finance	29,522.04	26,016.68	24,568.90	22,810.43
Jails	70,585.28	22,390.04	83,750.28	56,231.44
Justice	69,941.21	57,386.87	52,887.51	48,522.47
Light-houses	10,539.14	17,854.35	7,079.53	14,316.58
Miscellaneous		2,000.80		
Municipalities	8,000.00	18,118.21	4,699.69	6,035.00
Paris Exposition		14,729.85		
Police	115,341.89	88,872.63	78,848.72	64,843.66
Postal service	94,958.88		49,011.95	47,467.30
Public buildings	3,738.68	15,000.00	22,200.00	8,239.52
Public instruction	90,691.46	310,291.65	329,206.54	392,657.83
Public works	128.485.55	215,274.87	181,260.63	124,721.94
Quarantine		40,000.00		20,300.00
Rural guard and administration	103,857.17	189,173.07	186,429.76	153,392.24
Sanitation	271,688.35	372,042.50	471,940.22	106,205.33
State and government	21,352.98	18,896.64	22,128.79	15,026.74
Total	1,247,533.57	1,879,569.16	2,095,326.54	1,411,949.96

EXHIBIT I.—*Recapitulation by months, disbursements of funds as per appropriations, from January 1 to June 30, 1900*—Continued.

Appropriations.	May.	June.	Total.
Agriculture	$6,274.84	$1,282.14	$40,009.51
Barracks and quarters	29,722.88	44,905.52	638,006.62
Bills of lading and transportation		15,000.00	75,000.00
Captains of ports	1,000.00	5,147.98	24,065.16
Charities and hospitals	91,620.57	100,503.83	768,917.18
Census	25,000.00		72,083.56
Custom-houses	22,094.47	87,760.02	475,125.66
Elections		10,000.00	10,000.00
Finance	14,814.08	18,462.34	136,194.47
Jails	24,085.62	15,742.68	222,785.34
Justice	37,499.74	39,186.42	305,424.22
Light-houses		15,244.59	65,034.19
Miscellaneous			2,000.80
Municipalities	625.00	3,892.00	41,369.90
Paris Exposition			14,729.85
Police	35,297.00	48,911.59	432,115.49
Postal service	8,920.12	37,855.82	238,214.07
Public buildings		5,000.00	54,178.20
Public instruction	150,868.52	327,050.85	1,600,766.85
Public works	55,562.10	190,846.08	896,151.17
Quarantine	29,737.00	15,000.00	106,037.00
Rural guard and administration	46,485.10	168,136.73	847,474.07
Sanitation	155,931.11	94,224.90	1,472,032.41
State and government	10,630.91	13,580.22	101,616.23
Total	746,169.06	1,257,733.66	8,638,281.95
Settlement warrants issued during month of February			90.50
Grand total			8,638,372.45

EXHIBIT K.—*Statement showing amounts collected and expended at the sixteen custom-houses in the island of Cuba from January 1 to June 30, 1900.*

Baracoa:	
Receipts	$18,028.87
Expenditures	1,335.00
Batabano:	
Receipts	2,406.85
Expenditures	1,223.22
Caibarien:	
Receipts	97,545.69
Expenditures	8,523.56
Cardenas:	
Receipts	159,894.98
Expenditures	10,549.85
Cienfuegos:	
Receipts	558,682.82
Expenditures	48,836.97
Gibara:	
Receipts	84,177.16
Expenditures	14,265.40
Guantanamo:	
Receipts	57,248.80
Expenditures	7,260.12
Habana:	
Receipts	6,145,222.11
Expenditures	236,709.17
Manzanillo:	
Receipts	76,890.07
Expenditures	6,436.48
Matanzas:	
Receipts	$241,027.85
Expenditures	17,479.29
Nuevitas:	
Receipts	85,028.81
Expenditures	9,061.83
Sagua la Grande:	
Receipts	109,139.27
Expenditures	7,802.90
Santa Cruz del Sur:	
Receipts	2,646.25
Expenditures	826.50
Santiago:	
Receipts	468,102.00
Expenditures	33,122.20
Trinidad:	
Receipts	15,016.35
Expenditures	3,050.30
Tunas de Zaza:	
Receipts	697.10
Expenditures	1,251.00
Revenue-Cutter Service:	
Expenditures	30,983.34
Collector for Cuba:	
Expenditures	60,473.69

EXHIBIT L.—*Statement of allotment of funds for the month of July, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.
Province of Pinar del Rio:					
Pinar del Rio	$1,015.00	$5,008.66	$1,779.58	$364.81	$5,970.82
Consolacion del Norte					274.00
Consolacion del Sur					1,063.00
San Juan y Martinez					393.75
San Luis					905.00
Vinales					273.00
San Cristobal					390.00
Candelaria					130.00
Julian Diaz (antes Paso Real)					95.00
Palacios					27.00
San Diego de los Baños					83.00
Guanajay					726.00
Artemisa					805.10
Bahia Honda					129.64
Cabañas					277.00
Guayabal					248.92
Mariel					258.25
San Diego de Nuñez					178.00
Total	1,015.00	5,008.66	1,779.58	364.81	12,470.48
Province of Habana:					
Habana	4,309.99	16,060.96	3,104.99	4,569.79	77,571.43
Marianao					1,080.00
Bauta					544.00
El Cano					266.00
Guanabacoa					2,960.00
Managua					210.00
Regla					1,444.21
Santa Maria del Rosario					397.50
Jaruco					690.00
La Salud					380.00
Aguacate					545.00
San Pablo de Bainoa					355.00
Santa Cruz del Norte					440.00
San Jose de las Lajas					763.66
Tapaste					30.00
San Antonio de los Baños					1,500.00
Alquizar					495.00
Ceiba del Agua					593.00
Guira de Melena					1,638.00
Vereda Nueva					229.00
Bejucal					1,190.00
Batabano					1,168.00
Quivican					342.00
Santiago de las Vegas					1,642.75
Isla de Pinos					347.00
San Antonio de las Vegas					368.00
San Felipe					494.00
Guines					2,436.50
La Catalina					624.00
Madruga					856.32
Melena del Sur					400.00
Nueva Paz					1,068.80
San Nicolas					1,299.00
Guara					365.00
Total	4,309.99	16,060.96	3,104.99	4,569.79	104,738.17
Province of Matanzas:					
Matanzas	1,393.33	5,875.00	2,232.55	132.50	9,591.73
Canasi					154.00
Guamacaro					563.50
Santa Ana					473.50
Cardenas					1,679.13
Carlos Rojas					308.00
Marti					925.00
Maximo Gomez					525.00
Jovellanos					904.00
Alacranes					946.00
Bolondron					857.00
Cabezas					458.00
Union de Reyes					923.56
Sabanilla del Encomendador					378.00
Colon					1,732.87
Cuevitas					540.00

EXHIBIT L.—*Statement of allotment of funds for the month of July, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.
Province of Matanzas—Continued.					
Macagua					411.66
Macuriges					919.00
Manguito					1,261.80
Perico					314.00
Roque					308.00
San Jose de los Ramos					876.00
Jaguey Grande					531.50
Total	$1,393.38	$5,875.00	$2,232.55	$132.50	$25,581.25
Province of Santa Clara:					
Santa Clara	731.59	3,275.45	1,832.18		2,905.88
Esperanza					378.25
Calabazar de Sagua					850.00
Ranchuelo					889.00
San Diego del Valle					414.50
Cienfuegos					4,640.57
Palmira					936.40
Cruces					1,094.00
Rodas					1,892.20
Santa Isabel de las Lajas					690.00
Cartagena					702.00
San Fernando de Camerones					390.00
Abreus					539.72
Sagua la Grande					3,044.29
Santo Domingo					790.26
Quemado de Guines					735.00
Cifuentes					443.00
Ceja de Pablo					537.00
Rancho Veloz					571.00
San Juan de las Yeras					502.00
Remedios					1,759.42
Caibarien					1,094.00
Vueltas					442.14
Placetas					800.00
Camajuani					555.00
Yaguajay					573.00
Trinidad					2,382.00
Sancti Spiritus					2,399.95
Total	731.59	3,275.45	1,832.18		32,950.58
Province of Puerto Principe:					
Puerto Principe	1,112.50	3,794.32	1,219.95	339.83	8,560.82
Nuevitas					782.00
Santa Cruz del Sur					833.00
Moron					1,127.00
Ciego de Avila					494.00
Total	1,112.50	3,794.32	1,219.95	339.83	11,796.82
Province of Santiago de Cuba:					
Santiago de Cuba	1,963.32	7,869.13	2,981.51	1,550.87	7,762.82
San Luis					914.50
Caney					825.00
El Cobre					658.00
Alto Songo					285.00
Palma Soriano					714.00
Guantanamo					2,164.50
Sagua de Tanamo					20.00
Manzanillo					2,385.00
Campechuela					180.00
Niquero					323.00
Bayamo					829.00
Jiguani					312.00
Holguin					1,657.13
Puerto Padre					812.00
Gibara					2,595.00
Mayari					439.00
Baracoa					787.50
Total	1,963.82	7,869.13	2,981.51	1,550.87	23,613.45
Grand total	10,525.73	41,883.52	13,150.76	6,957.80	211,145.75

EXHIBIT L.—*Statement of allotment of funds for the month of July, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of public works.	Charities and hospitals.	Police.	Jails.	Total.
Province of Pinar del Rio:					
Pinar del Rio	$12,558.33	$635.00	$1,925.00	$1,305.83	$30,563.03
Consolacion del Norte			500.00		774.00
Consolacion del Sur	2,000.00		1,045.00		4,108.00
San Juan y Martinez			720.00		1,113.75
San Luis			535.00		1,440.00
Vinales			945.00		1,218.00
Guane			800.00	178.15	978.15
Mantua			390.00		390.00
San Cristobal	7,500.00		800.00	202.50	8,892.50
Candelaria			425.00		555.00
Julian Diaz (antes Paso Real)			355.00		450.00
Palacios			425.00		695.00
San Diego de los Baños			535.00		618.00
Guanajay		616.00	975.00	568.03	2,885.03
Artemisa			820.00		1,625.10
Bahia Honda			500.00		629.64
Cabañas	9,000.00		540.00		9,817.00
Guayabal			215.00		463.92
Mariel			425.00		683.25
San Diego de Nuñez					178.00
Total	31,058.33	1,251.00	12,875.00	2,254.51	68,077.37
Province of Habana:					
Habana	18,001.65				123,618.81
Marianao			995.00	456.41	2,531.41
Bauta			615.00		1,159.00
El Cano			390.00		656.00
Guanabacoa			1,250.00	735.75	4,945.75
Managua	7,000.00		615.00		7,825.00
Regla					1,444.21
Santa Maria del Rosario					897.50
Jaruco			540.00	330.50	1,560.50
La Salud			310.00		690.00
Aguacate			310.00		855.00
San Pablo de Bainoa			625.00		980.00
Santa Cruz del Norte			270.00		710.00
San Jose de las Lajas			355.00		1,118.66
Tapaste			190.00		220.00
San Antonio de los Baños			925.00	493.33	2,918.33
Alquizar			645.00		1,140.00
Ceiba del Agua			305.00		898.00
Guira de Melena			880.00		2,518.00
Vereda Nueva			170.00		399.00
Bejucal			670.00	444.77	1,114.77
Batabano			700.00		1,868.00
Quivican			340.00		682.00
Santiago de las Vegas			598.33		2,241.08
Isla de Pinos			910.00		1,257.00
San Antonio de las Vegas			310.00		678.00
San Felipe			310.00		801.00
Guines	1,700.00		1,345.00	574.15	6,055.65
La Catalina			400.00		1,024.00
Madruga			480.00		1,336.32
Melena del Sur			480.00		880.00
Nueva Paz			920.00		1,988.80
San Nicolas			690.00		1,989.00
Guara			310.00		475.00
Total	26,701.65		17,853.33	3,034.91	180,368.79
Province of Matanzas:					
Matanzas	10,027.33	4,503.33	6,790.00	1,529.95	42,075.72
Canasi			320.00		474.00
Guamacaro			340.00		903.50
Santa Ana			190.00		663.50
Cardenas		500.00	1,990.00	642.25	4,811.38
Carlos Rojas			235.00		543.00
Marti			400.00		1,325.00
Maximo Gomez			285.00		810.00
Jovellanos		590.00	470.00		1,964.00
Alacranes			320.00	786.75	2,052.75
Bolondron			620.00		1,477.00
Cabezas			320.00		778.00
Union de Reyes			160.00		1,083.56
Sabanilla del Encomendador			395.00		773.00
Colon		889.00	935.00	435.00	3,991.87

EXHIBIT L.—*Statement of allotment of funds for the month of July, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of public works.	Charities and hospitals.	Police	Jails.	Total.
Province of Matanzas—Continued.					
Cuevitas			$165.00		$705.00
Macagua			340.00		751.66
Macuriges			820.00		1,739.00
Manguito			400.00		1,661.80
Perico			160.00		474.00
Roque	$250.00		160.00		718.00
San Jose de los Ramos			340.00		1,216.00
Jaguey Grande			410.00		941.50
Total	10,277.33	$6,482.83	16,565.00	$3,393.95	71,933.24
Province of Santa Clara:					
Santa Clara	13,525.58	1,800.00	6,260.49	1,388.28	31,719.45
Esperanza					378.25
Calabazar de Sagua					850.00
Ranchuelo					889.00
San Diego del Valle					414.50
Cienfuegos		5,200.00			9,840.57
Palmira					936.40
Cruces					1,094.00
Rodas	10,000.00	200.00			12,092.20
Santa Isabel de las Lajas					690.00
Cartagena					702.00
San Fernando de Camarones					390.00
Abreus					539.72
Sagua la Grande		2,664.00			5,708.29
Santo Domingo		394.00			1,184.26
Quemado de Guines					735.00
Cifuentes					443.00
Ceja de Pablo					537.00
Rancho Veloz					571.00
San Juan de las Yeras					502.00
Remedios		951.00			2,710.42
Caibarien					1,094.00
Vueltas					442.14
Placetas	5,000.00				5,800.00
Camajuani					555.00
Yaguajay					573.00
Trinidad	4,000.00	808.50			7,190.50
Sancti Spiritus		3,650.00			6,049.95
Total	32,525.58	15,667.50	6,260.49	1,388.28	94,631.65
Province of Puerto Principe:					
Puerto Principe	7,038.33	2,400.00	4,205.00	540.41	29,211.16
Nuevitas			510.00		1,292.00
Santa Cruz del Sur			195.00		1,028.00
Moron			160.00		1,28[illegible].00
Ciego de Avila			335.00		829.00
Total	7,038.33	2,400.00	5,405.00	540.41	33,647.16
Province of Santiago de Cuba:					
Santiago de Cuba	2,513.33	7,787.00	5,807.00	807.18	39,042.16
San Luis			120.00		1,034.50
Caney			120.00		945.00
El Cobre			30.00		688.00
Alto Songo			60.00		345.00
Palma Soriano			60.00		774.00
Guantanamo	6,050.00		570.00	454.97	9,239.47
Sagua de Tanamo			60.00		80.00
Manzanillo			765.00	178.00	3,328.00
Campechuela			155.00		335.00
Niquero			60.00		383.00
Bayamo			150.00	229.50	1,208.50
Jiguani			90.00		402.00
Holguin			490.00	271.55	2,418.68
Puerto Padre			160.00		972.00
Gibara			360.00		2,965.00
Mayari			125.00		564.00
Baracoa			160.00	112.05	1,009.55
Total	8,563.33	7,787.00	9,342.00	2,053.25	65,723.86
Grand total	116,164.55	33,587.83	68,300.82	12,665.31	514,382.07

Exhibit L.—*Statement of allotment of funds for the month of July, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.	Public buildings.
Headquarters division of Cuba:						* *Postal service.*	
Office of auditor			$11,827.20				
Signal corps	$480.00		22,472.52				
Office of the treasurer			18,958.33				
Office disbursing clerk			17,791.72		$4,992.38		
Office chief quartermaster	1,552.80						
Office chief of ordnance	268.00					$300.00	
Office superintendent charities and hospitals					47,552.05		
Postal department						*111,444.12	
Chief engineer	1,282.94	$248,844.58	11,243.81	$24,393.60	800.33		*a*$54,207.90
Total	3,583.74	248,845.58	82,293.58	24,393.60	53,344.76	111,744.12	54,207.90
Captains of ports and custom-houses:				*Captains ports.*		*Expenses.*	
Batabano				40.00		327.66	
Caibarien				280.00		1,135.85	
Cardenas				280.00		2,118.13	
Cienfuegos				697.00		5,739.97	900.00
Gibara				133.47		1,438.66	
Guantanamo				90.00		1,253.33	
Habana				3,509.00		34,920.04	
Manzanillo				60.00		985.00	
Matanzas				145.00		2,462.34	
Nuevitas				200.00		1,791.49	
Sagua la Grande				145.00		1,196.83	
Santiago				280.00		4,924.94	
Trinidad				95.00		545.16	
Tunas de Zaza						222.00	
Revenue-Cutter Service						20,031.66	
Collector for Cuba						12,842.95	
Total				5,954.47		91,936.01	900.00
Department of Matanzas and Santa Clara:							*Jails.*
Cardenas	440.10	1,974.85	82.00		7,050.17		175.00
Caibarien	410.00		55.00				
Cienfuegos	331.79				1,425.00		
Pasa Caballos	150.25	8,420.00	175.00		2,372.10		692.50
Colon		2,200.00	50.00		590.11		175.00
Matanzas	114.61	18.00	266.33		3,428.59		3,828.02
Placetas	189.00	3,260.00			3,091.46		
Sagua la Grande	442.00	1,000.00	167.48		1,588.25		350.00
Santa Clara	302.00	5,563.00	44,423.94	950.00	1,956.09		175.00
Sancti Spiritus	333.50	2,409.00			2,391.35		140.00
Trinidad	142.00	1,693.98	50.00		203.91		1,420.87
Remedios					831.60		175.00
Total	2,855.25	26,538.83	45,269.75	950.00	24,928.63		7,131.39
Department of Habana and Pinar del Rio:							
Habana	196.00						
Chief sanitary officer		8,430.00					
Guanajay	911.25	500.00	250.00				
Pinar del Rio	3,420.81		385.00		500.00		*Jails.* 250.00
Quemados	2,754.10	5,522.40	7,769.04	6,100.00	2,249.00		
Columbia barracks	8,935.88		300.00				
Total	16,218.04	14,452.40	8,704.04	6,100.00	2,749.00		250.00
Department of Santiago and Puerto Principe:							
Baracoa	82.50	1,576.25	1,202.50		50.00		
Ciego de Avila	290.00	168.00	2,480.00	2,062.00			
Guantanamo	198.00	11,360.00	1,710.00	500.00	732.00		

a $5,668.22 repair of jails.

EXHIBIT L.—*Statement of allotment of funds for the month of July, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.	Public buildings.
Department of Santiago and Puerto Principe—Continued.							
Holguin	$772.00	$2,420.00	$4,900.00	$500.00	$910.00		
Manzanillo	1,279.00	2,056.00	2,721.00	2,500.00	374.00		
Mayari	70.00	2,450.00	480.00				
Nuevitas	615.00	306.00	410.68		200.00		$33.36
Puerto Principe	4,596.50	9,000.00	19,194.50	3,000.00	17,870.06		*Jails.* 900.00
San Luis	131.00	1,000.00	4,715.00	7,094.00			
Santiago	2,064.00	23,316.55	7,075.53	21,765.28	974.50		
Morro Castle	17,312.45						
Total	27,410.45	53,652.80	44,889.21	37,421.28	21,110.56		933.36
Grand total	50,067.48	348,489.61	181,156.58	74,819.35	102,132.95	$203,680.13	63,422.65

Departments.	Public instruction.	*a* Census and Paris Exposition.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Headquarters division of Cuba:						
Office of the auditor						$11,827.20
Signal corps						22,952.52
Office of the treasurer					$10,250.00	29,208.33
Office disbursing clerk	$208,201.09	*a* $2,000.00				232,985.19
Office chief quartermaster	40.00					1,592.80
Office chief of ordnance						568.00
Office superintendent charities and hospitals						47,552.05
Marine-Hospital Service			$10,000.00			10,000.00
Postal department						111,444.12
Chief engineer						340,774.16
Total	208,241.09	2,000.00	10,000.00		10,250.00	808,904.37
Captains of ports and custom-houses.	*Refunds.*					
Batabano						367.66
Caibarien	500.00					1,915.85
Cardenas	800.00					2,698.13
Cienfuegos	5,000.00					12,336.97
Gibara	100.00					1,672.13
Guantanamo	300.00					1,643.33
Habana	5,000.00					43,429.04
Manzanillo	600.00					1,645.00
Matanzas	1,000.00					3,607.34
Nuevitas	500.00					2,491.49
Sagua la Grande	750.00					2,091.83
Santiago	1,000.00					6,204.94
Trinidad						640.16
Tunas de Zaza						222.00
Revenue-Cutter Service						20,031.66
Collector for Cuba						12,842.95
Total	15,050.00					113,840.48
Department of Matanzas and Santa Clara:						
Cardenas						9,722.12
Caibarien						465.00
Cienfuegos						1,756.79
Pasa Caballos						11,809.85
Colon						3,015.11
Matanzas						7,655.55
Placetas						6,540.46
Sagua la Grande						3,547.73
Santa Clara						53,370.08

EXHIBIT L.—*Statement of allotment of funds for the month of July, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public instruction.	Census and Paris Exposition.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Department of Matanzas, etc.—Cont'd.						
Sancti Spiritus						$5,273.85
Trinidad				$4,258.54		7,769.30
Remedios						1,006.60
Total				4,258.54		111,932.39
Department of Habana and Pinar del Rio:						
Habana						196.00
Chief sanitary officer						8,430.00
Guanajay						1,661.25
Pinar del Rio						4,555.81
Quemados						24,394.54
Columbia barracks						9,235.88
Total						48,473.48
Department of Santiago and Puerto Principe:						
Baracoa						2,911.25
Ciego de Avila						5,000.00
Guantanamo						14,500.00
Holguin						9,502.00
Manzanillo						8,930.00
Mayari						3,000.00
Nuevitas	$75.00					1,640.04
Puerto Principe						54,561.06
San Luis						12,940.00
Santiago						55,195.86
Morro Castle						17,312.45
Total	75.00					185,492.66
Grand total	223,366.09	$2,000.00	$10,000.00	4,258.54	$10,250.00	1,268,643.38
Settlement warrant issued to Capt. W. Y. Stamper						.16
						1,268,643.54

RECAPITULATION.

Disbursements during month of July for June amount through military officers	$224,986.45
Disbursements during month of July for June amount through haciendas	305,013.55
Disbursements during month of July for July amount through military and haciendas	1,253,025.61
Grand total	1,783,025.61

EXHIBIT M.—*Statement of allotment of funds for the month of August, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Pinar del Rio:						
Pinar del Rio	$2,695.91	$7,811.32	$1,825.64	$729.66	$14,570.80	$9,574.40
Consolacion del Norte	192.00				274.00	
Consolacion del Sur					2,394.00	
San Juan y Martinez					787.50	
San Luis					1,810.00	
Vinales					546.00	
San Cristobal	202.00				390.00	
Candelaria	230.00				130.00	
Julian Diaz (antes Paso Real)					155.00	
Palacios					270.00	
San Diego de los Baños	88.00				83.00	
Guanajay	192.00	471.64	1,318.32		726.00	
Artemisa	240.00				805.10	
Bahia Honda	28.00				129.64	

EXHIBIT M.—*Statement of allotment of funds for the month of August, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Pinar del Rio—Cont'd.						
Cabañas	$120.00				$277.00	
Guayabal	90.00				248.92	
Mariel	130.00				258.25	
San Diego de Nuñez	84.00				178.00	
Total	4,291.91	$8,282.96	$3,143.96	$729.66	24,033.21	$9,574.40
Province of Habana:						
Habana	18,312.33	36,752.88	18,783.31	9,744.80	75,498.90	41,223.00
Marianao					1,080.00	
Bauta	180.00				609.00	
El Cano	72.00				316.00	
Guanabacoa	336.00				2,867.00	
Managua	218.60				210.00	
Regla	126.00				2,091.33	
Santa Maria del Rosario	78.00				1,026.00	
Jaruco					699.00	
La Salud	248.00				440.00	
Aguacate	88.00				545.00	
San Pablo de Bainoa					475.00	
Santa Cruz del Norte	72.00				500.00	
San Jose de las Lajas	114.00				1,745.32	
Tapaste	96.00				150.00	
San Antonio de los Baños	314.00				2,670.00	
Alquizar	140.00				510.00	
Ceiba del Agua	116.00				598.00	
Guira de Melena	128.00				2,088.00	
Vereda Nueva	64.00				229.00	
Bejucal	216.00				1,190.00	
Batabano	190.20				1,403.00	
Quivican	140.00				382.00	
Santiago de las Vegas	168.00				1,766.78	
Isla de Pinos					467.00	
San Antonio de las Vegas	120.00				376.00	
San Felipe	50.00				794.00	
Guines	370.00				2,541.23	
La Catalina	216.00				624.00	
Madruga	176.00				905.90	
Melena del Sur	96.00				428.59	
Nueva Paz	78.00				1,285.60	
San Nicolas	222.00				2,129.00	
Guara	182.00				369.00	
Total	22,877.13	36,752.88	18,783.31	9,744.80	109,004.65	41,223.00
Province of Matanzas:						
Matanzas	1,985.33	5,401.33	4,779.42	132.50	11,990.14	6,086.38
Canasi	52.00				268.50	
Guamacaro	168.00				563.50	
Santa Ana	156.00				473.50	
Cardenas	194.00	2,152.46	1,646.64		6,292.59	
Carlos Rojas	154.00				616.00	
Marti	130.00				1,540.00	
Maximo Gomez	96.00				970.00	
Jovellanos	84.00				1,364.80	
Alacranes	112.00				946.00	
Bolondron					857.00	
Cabezas	130.00				458.00	
Union de Reyes	48.00				1,008.52	
Sabanilla del Encomendador	92.00				378.00	
Colon	122.00				340.74	
Cuevitas	104.00				878.00	
Macagua	72.00				823.32	
Macuriges	252.00				1,827.32	
Manguito	120.00				2,523.60	
Perico	72.00				628.00	
Roque	172.00				1,232.50	
San Jose de los Ramos	88.00				1,752.00	
Jaguey Grande	131.00				1,643.00	
Total	4,534.33	7,553.79	6,426.06	132.50	42,475.03	6,086.38
Province of Santa Clara:						
Santa Clara	3,391.99	8,075.50	2,249.27	646.31	7,844.31	21,414.08
Esperanza	216.00				378.25	
Calabazar de Sagua	196.00				850.00	
Ranchuelo	442.00				889.00	

EXHIBIT M.—*Statement of allotment of funds for the month of August, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Santa Clara—Cont'd.						
San Diego del Valle	$211.00				$414.50	
Cienfuegos		$1,546.62	$1,060.00		4,730.57	
Palmira	48.00				902.40	
Cruces	126.00				1,094.00	
Rodas					1,892.20	
Santa Isabel de las Lajas					690.00	
Cartagena	96.00				487.00	
San Fernando de Camarones	144.00				390.00	
Abreus	28.00				509.72	
Sagua la Grande					3,047.63	
Santo Domingo	432.00				790.25	
Quemado de Guines					645.00	
Cifuentes					443.00	
Ceja de Pablo	120.00				537.00	
Rancho Veloz	120.00				571.00	
San Juan de las Yeras	168.00				502.00	
Remedios					1,759.42	
Caibarien	130.00				1,064.00	
Vueltas	204.00				412.14	
Placetas	186.00				800.00	
Camajuani	158.00				555.00	
Yaguajay					513.00	
Trinidad	498.00				2,382.00	$8,500.00
Sancti Spiritus	206.00				2,337.95	
Total	7,120.99	9,622.12	3,309.27	$646.31	37,431.34	24,914.08
Province of Puerto Principe:						
Puerto Principe	2,611.01	3,806.83	1,119.32	339.82	10,200.02	2,213.33
Nuevitas	142.00				694.00	
Santa Cruz del Sur	198.00				833.00	
Moron					1,122.00	
Ciego de Avila	266.00				417.00	
Total	3,217.01	3,806.83	1,119.32	339.82	13,266.02	2,213.33
Province of Santiago de Cuba:						
Santiago de Cuba	2,428.74	5,113.85	1,345.00	1,334.23	9,275.32	7,513.33
San Luis	113.00				914.50	
Caney	308.00				809.50	
El Cobre					658.00	
Alto Songo	280.00				285.00	
Palma Soriano	168.00				714.00	
Guantanamo	838.00				2,184.50	
Sagua de Tanamo					30.00	
Manzanillo	386.53	572.64	724.98		2,361.00	
Campechuela	112.00				180.00	
Niquero					213.00	
Bayamo					764.00	
Jiguani	106.00				312.00	
Holguin	872.00	330.83	791.65		11,592.87	
Puerto Padre					812.00	
Gibara					2,575.50	
Mayari					439.00	
Baracoa					737.50	
Total	5,612.27	6,017.32	2,861.63	1,334.23	34,857.69	7,513.33
Grand total	47,658.64	72,085.90	35,643.55	12,927.32	261,067.94	91,524.52

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Pinar del Rio:					
Pinar del Rio	$1,270.00	$3,850.00	$2,126.77		$44,454.50
Consolacion del Norte		500.00			966.00
Consolation del Sur		2,090.00			4,484.00
San Juan y Martinez		1,440.00			2,227.50
San Luis		1,070.00			2,880.00
Vinales		1,890.00			2,436.00
Guane		1,600.00			1,600.00
Mantua		780.00			780.00
San Cristobal		800.00			1,392.00
Candelaria		425.00			785.00

EXHIBIT M.—*Statement of allotment of funds for the month of August, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Pinar del Rio—Cont'd.					
Julian Diaz (àntes Paso Real)		$355.00			$510.00
Palacios		425.00			695.00
San Diego de los Baños		535.00			706.00
Guanajay	$616.00	975.00	$20.00		4,318.96
Artemisa		820.00			1,865.10
Bahia Honda		500.00			657.64
Cabañas		540.00			937.00
Guayabal		215.00			553.92
Mariel		425.00			813.25
San Diego de Nuñez					262.00
Total	1,886.00	19,235.00	2,146.77		73,323.87
Province of Habana:					
Habana	54,217.06	4,068.47	20,974.54	$22,724.70	302,299.99
Marianoa	430.00	995.00	26.41		2,531.41
Bauta		615.00			1,404.00
El Cano		390.00			778.00
Guanabacoa	1,800.00	1,275.00			6,278.00
Managua		615.00	21.55		1,065.15
Regla		1,000.00			3,217.33
Santa Maria del Rosario					1,104.00
Jaruco	300.00	540.00			1,539.00
La Salud		810.00			998.00
Aguacate		810.00			943.00
San Pablo de Bainoa		625.00			1,100.00
Santa Cruz del Norte		270.00			842.00
San Jose de las Lajas		855.00			2,214.32
Tapaste		190.00			436.00
San Antonio de los Baños	325.00	925.00	292.37		4,526.37
Alquizar		645.00			1,295.00
Ceiba del Agua		305.00			1,014.00
Guira de Melena		880.00			8,096.00
Vereda Nueva		170.00			463.00
Bejucal		670.00	444.99		2,520.99
Batabano		700.00	2.06		2,295.26
Quivican		840.00			862.00
Santiago de las Vegas	265.00	610.00	149.45		2,959.23
Isla de Pinos		910.00			1,377.00
San Antonio de las Vegas		310.00			806.00
San Felipe		310.00			1,154.00
Guines	675.00	1,345.00	18.25		4,949.48
La Catalina		400.00			1,240.00
Madruga		480.00			1,561.90
Melena del Sur		480.00			1,004.59
Nueva Paz	275.00	920.00			2,558.60
San Nicolas		690.00			3,041.00
Guara		310.00			811.00
Total	58,287.06	22,958.47	21,929.62	22,724.70	364,285.62
Province of Matanzas:					
Matanzas	4,803.83	6,790.00	1,909.27		43,877.70
Canasi		320.00			640.50
Guamacaro		352.00			1,083.50
Santa Ana		190.00			819.50
Cardenas	7,703.72	4,017.00	1,314.98		23,321.39
Carlos Rojas		470.00			1,240.00
Marti		800.00			2,470.00
Maximo Gomez	122.10	570.00			1,758.10
Jovellanos	545.50	940.00			2,934.30
Alacranes		320.00			1,378.00
Bolondron		620.00			1,477.00
Cabezas		820.00			908.00
Union de Reyes		160.00			1,216.52
Sabanilla del Encomendador		895.00			865.00
Colon	1,812.00	1,870.00	1,294.98		8,539.72
Cuevitas		330.00			1,312.00
Macagua		680.00			1,575.32
Macuriges		1,640.00			8,719.32
Manguito		800.00			3,443.60
Perico		320.00			1,020.00
Roque		370.00			1,774.50
San Jose de los Ramos		680.00			2,520.00
Jaguey Grande		820.00			2,594.00
Total	14,986.65	23,774.00	4,519.23		110,487.97

Exhibit M.—*Statement of allotment of funds for the month of August, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Santa Clara:					
Santa Clara	$1,800.00	$2,240.00	$4,608.33		952,269.79
Esperanza		600.00			1,194.25
Calabazar de Sagua		920.00			1,966.00
Ranchuelo		600.00			1,931.00
San Diego del Valle		120.00			745.50
Cienfuegos	5,200.00	6,850.00	1,542.67		20,929.86
Palmira		440.00			1,390.40
Cruces		650.00			1,870.00
Rodas	200.00	460.00			2,552.20
Santa Isabel de las Lajas		460.00			1,150.00
Cartagena		480.00			1,063.00
San Fernando de Camarones		520.00			1,054.00
Abreus		390.00			927.72
Sagua la Grande	2,664.00	1,810.00	632.82		8,154.45
Santo Domingo	394.00	460.00			2,076.25
Quemado de Guines		560.00			1,205.00
Cifuentes		380.00			823.00
Ceja de Pablo		320.00			977.00
Rancho Veloz		320.00			1,011.00
San Juan de las Yeras		260.00			930.00
Remedios	951.00	1,380.00			4,090.42
Caibarien		500.00	665.25		2,359.25
Vueltas		560.00			1,176.14
Placetas		520.00			1,506.00
Camajuani		710.00			1,423.00
Yaguajay	250.00	320.00			1,283.00
Trinidad	808.50	1,260.00	287.00		8,785.50
Sancti Spiritus	3,650.00	1,870.00	1,201.92		9,265.87
Total	15,917.50	a26,160.00	8,937.99		134,059.60
Province of Puerto Principe:					
Puerto Principe	2,400.00	4,205.00	4,545.00		31,440.33
Nuevitas		510.00			1,346.00
Santa Cruz del Sur		195.00			1,226.00
Moron		160.00			1,282.00
Ciego de Avila		335.00			1,018.00
Total	2,400.00	5,405.00	4,545.00		36,312.33
Province of Santiago de Cuba:					
Santiago de Cuba	7,787.00	5,807.00	1,215.00		41,819.47
San Luis		120.00			1,147.50
Caney		120.00			1,237.50
El Cobre		30.00			688.00
Alto Songo		60.00			625.00
Palma Soriano		60.00			942.00
Guantanamo		570.00			3,592.50
Sagua de Tanamo		60.00			90.00
Manzanillo		765.00			4,810.15
Campechuela		155.00			447.00
Niquero		60.00			273.00
Bayamo		150.00			914.00
Jiguani		90.00			508.00
Holguin		490.00	40.00		14,117.35
Puerto Padre		160.00			972.00
Gibara		360.00			2,935.50
Mayari		125.00			564.00
Baracoa		160.00			897.50
Total	7,787.00	9,342.00	1,255.00		76,580.47
Grand total	101,264.21	106,874.47	43,333.61	$22,724.70	795,049.86
a Less amounts, estimates, Santa Clara, balance on hand not possible to locate					7,738.76
					787,311.10

EXHIBIT M.—*Statement of allotment of funds for the month of August, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports and harbors.	Charities and hospitals.	Miscellaneous.	Public buildings.
Headquarters Division of Cuba:						*a Postal service.*	
Office of the auditor			$9,654.54				
Signal corps	$689.00		16,084.71				
Office of the treasurer			18,558.38				
Office of disbursing clerk		$573.77	28,993.05	$267.27	$9,176.11		$441.45
Office of chief quartermaster	4,610.17		11,481.40	6,119.81			
Office of chief ordnance	73.50					$159.82	
Office of superintendent charities and hospitals					31,211.02		
Postal department						46,292.50	
Chief engineer	3,337.71	126,752.00	400.00	14,492.77	7,418.08		9,480.56
Jucaro and San Fernando R. R				3,673.97			
Total	8,710.38	127,325.77	85,172.03	24,558.82	47,800.21	46,452.32	9,922.01
Captains of ports and customhouses:				*Captains of ports.*		*Expenses.*	
Baracoa						505.00	
Batabano				52.50		341.66	
Caibarien				119.56		1,209.32	
Cardenas				165.00		1,974.96	
Cienfuegos				1,086.66		5,665.87	714.12
Gibara				40.00		1,263.66	
Guantanamo				90.00		1,136.83	
Habana				4,346.82		6,074.90	
Manzanillo				60.00		1,185.00	
Matanzas				230.00		2,324.60	
Nuevitas				120.00		1,874.39	
Sagua la Grande				220.00		1,233.33	20.00
Santa Cruz del Sur						435.00	
Santiago				445.00		4,589.94	
Trinidad				50.00		804.26	5,000.00
Tunas de Zaza						245.00	
Collector for Cuba						451.63	
Total				7,025.54		31,314.85	5,734.12
Department of Matanzas and Santa Clara:							
Cardenas	837.83	3,340.75	85.00			50.00	
Caibarien		960.00					
Cienfuegos	281.00	9,813.65		245.00	4,208.48		
Pasa Caballos	3,515.90						
Colon		1,893.63	75.00		4,170.25		*Jails.* 4,934.83
Matanzas	3,797.32	22,912.61	18,551.67	300.00	2,447.67		
Sagua la Grande		151.58			875.82		
Santa Clara			14,270.00				
Sancti Spiritus		2,500.00			8,461.87		1,237.29
Trinidad	79.82	5,579.75			6,021.62		
Jovellanos					142.28		
Rancho Veloz					1,612.33		
Remedios					1,242.12		
Total	8,011.87	47,151.97	32,981.67	545.00	29,182.44	50.00	6,172.12
Department of Habana and Pinar del Rio:							
Chief sanitary officer		11,725.00					
Pinar del Rio	2,022.40						*Jails.* 676.91
Quemados	6,913.44	8,333.68	8,923.10	9,793.29	413.11		
Columbia Barracks	9,849.67						
Total	18,785.51	20,058.68	8,923.10	9,793.29	413.11		676.91
Department of Santiago and Puerto Principe:							
Baracoa	893.86	5,008.06	1,102.50		50.00		
Ciego de Avila	340.00	358.00	2,480.00		570.00		
Guantanamo	190.00	12,730.75	1,771.73	2,000.00	1,500.00	110.00	
Holguin	757.00	1,086.00	4,840.00		1,130.00		
Manzanillo	907.00	2,323.00	6,340.33	2,312.67	374.00		
Mayari	70.00	2,450.00	480.00				

EXHIBIT M.—*Statement of allotment of funds for the month of August, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports and harbors.	Charities and hospitals.	Miscellaneous.	Public buildings.
Department of Santiago and Puerto Principe—Cont'd.							
Nuevitas	$414.00	$362.00	$314.00		$100.00	$310.00	
Puerto Principe	1,158.25	5,640.00	9,780.50		7,872.77		
San Luis	131.00	1,225.00	8,560.00	$7,029.00	283.30		
Santiago	10,003.10	29,201.46	9,905.80	46,206.04	2,185.92	27.64	$175.00
Morro Castle	9,412.34						
Total	24,276.55	60,384.27	45,574.86	57,547.71	14,065.99	447.64	175.00
Grand total	59,784.31	254,920.69	172,651.66	99,465.36	91,461.75	78,264.81	22,680.16

Departments.	Public instruction.	Elections.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Headquarters Division of Cuba:						
Office of the auditor						$9,654.54
Signal corps						16,773.71
Office of the treasurer					$25,550.00	44,108.33
Office of disbursing clerk	$67,347.90	$1,037.00		$1,414.14		109,250.69
Office of chief quartermaster	964.90					23,176.28
Office of chief ordnance						233.32
Office of superintendent charities and hospitals						31,211.02
Marine-Hospital Service			$34,247.49			34,247.49
Postal department						46,292.50
Chief engineer				8,918.00		170,794.12
Jucaro and San Fernando R. R						8,673.97
Total	68,312.80	1,037.00	34,247.49	10,332.14	25,550.00	489,415.97
Captains of ports and custom-houses:	*Refunds.*					
Baracoa	45.00					550.00
Batabano						394.16
Caibarien	28.90					1,357.78
Cardenas	100.00					2,239.96
Cienfuegos	2,000.00					9,466.65
Gibara						1,308.66
Guantanamo						1,226.33
Habana	300.00					10,721.72
Manzanillo	400.00					1,645.00
Matanzas						2,554.60
Nuevitas						1,994.39
Sagua la Grande	500.00					1,973.33
Santa Cruz del Sur	500.00					985.00
Santiago	600.00					5,684.94
Trinidad	250.00					6,104.26
Tunas de Zaza						245.00
Collector for Cuba						451.63
Total	4,723.90					48,798.41
Department of Matanzas and Santa Clara:						
Cardenas	225.00					4,038.58
Caibarien						960.00
Cienfuegos	520.00					15,068.18
Pasa Caballos						3,515.90
Colon						11,073.71
Matanzas						48,009.27
Sagua la Grande	81.00					1,108.40
Santa Clara						14,270.00
Sancti Spiritus						12,199.16
Trinidad						11,681.19
Jovellanos						142.28
Rancho Veloz						1,612.83
Remedios						1,242.12
Total	826.00					124,921.07

Exhibit M.—*Statement of allotment of funds for the month of August, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public instruction.	Elections.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Department of Habana and Pinar del Rio:						
Chief sanitary officer	....	....	....	....	....	$11,725.00
Pinar del Rio	....	....	....	....	....	2,699.31
Quemados	....	....	....	....	....	34,376.62
Columbia Barracks	....	....	....	....	....	9,849.67
Total	....	....	....	....	....	58,650.60
Department of Santiago and Puerto Principe:						
Baracoa	....	....	....	....	....	7,054.42
Ciego de Avila	....	....	....	....	....	3,748.00
Guantanamo	$17.00	....	....	....	....	18,319.48
Holguin	200.00	....	....	....	....	8,013.00
Manzanillo	....	....	$803.00	....	....	13,060.00
Mayari	....	....	....	....	....	3,000.00
Nuevitas	....	....	....	....	....	1,500.00
Puerto Principe	....	....	....	....	....	24,451.52
San Luis	....	....	....	....	....	17,228.30
Santiago	626.55	....	....	....	....	98,331.51
Morro Castle	....	....	....	....	....	9,412.34
Total	843.55	....	803.00	....	....	204,118.57
Grand total	74,706.25	$1,037.00	35,050.49	$10,382.14	$25,550.00	925,904.62

RECAPITULATION.

Disbursement during month of August for July account through military officers	$167,861.44
Disbursement during month of August for July account through haciendas	267,355.19
Disbursement during month of August for August account through military and haciendas	1,277,999.09
Grand total	1,713,215.72

Exhibit N.—*Statement of allotment of funds for the month of September, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Pinar del Rio:						
Pinar del Rio	$1,135.30	$4,055.55	$914.32	$364.82	$10,084.26	$4,533.28
Consolacion del Norte	....	....	....	....	708.00	....
Consolacion del Sur	....	....	....	....	1,477.00	2,000.00
Jan Juan y Martinez	....	....	....	....	723.75	....
San Luis	....	....	....	....	1,433.50	....
Vinales	....	....	....	....	828.00	....
Guane	270.00	....	....	....	....	....
Mantua	176.00	....	....	....	....	....
San Cristobal	....	....	....	....	1,140.00	5,486.98
Candelaria	....	....	....	....	840.00	....
Julian Diaz (antes Paso Real)	30.00	....	....	....	255.00	....
Palacios	160.00	....	....	....	512.00	....
San Diego de los Baños	....	....	....	....	506.00	....
Guanajay	....	1,026.61	1,616.63	....	2,511.00	....
Artemisa	....	....	....	....	2,829.10	....
Bahia Honda	....	....	....	....	859.28	....
Cabañas	....	....	....	....	926.00	....
Guayabal	....	....	....	....	526.76	....
Mariel	....	....	....	....	776.50	....
San Diego de Nuñez	....	....	....	....	356.00	....
Total	1,771.30	5,082.16	2,530.95	364.82	26,287.15	12,020.26

EXHIBIT N.—*Statement of allotment of funds for the month of September, 1900*—Cont'd.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Habana:						
Habana	$18,019.63	$35,124.18	$12,651.87	$5,062.72	$82,527.66	$31,440.40
Marianao	120.00				3,150.00	
Bauta					2,243.00	
El Cano					1,302.00	
Guanabacoa					6,364.00	
Managua					560.00	5,441.35
Regla					4,085.46	
Santa Maria del Rosario					945.00	
Jaruco					1,715.00	
La Salud					1,025.00	
Aguacate					1,295.00	
San Pablo de Bainoa					1,192.00	
Santa Cruz del Norte					1,009.00	
San Jose de las Lajas					2,069.66	
Tapaste					260.00	
San Antonio de los Banos					4,004.50	
Alquizar					1,385.00	
Ceiba del Agua					1,145.00	
Guira de Melena					4,348.00	
Vereda Nueva					750.00	
Bejucal					2,480.00	
Batabano					3,029.00	3,000.00
Quivican					924.00	
Santiago de las Vegas					3,985.50	200.00
Isla de Pinos	134.00				1,134.00	
San Antonio de las Vegas					1,160.00	
San Felipe					1,528.00	
Guines					6,298.00	1,219.72
La Catalina					1,556.00	
Madruga					1,701.90	
Melena del Sur					1,100.00	
Nueva Paz					2,725.60	
San Nicolas					3,388.00	
Guara					990.00	
Total	18,273.63	35,124.18	12,651.87	5,062.72	153,375.28	41,301.47
Province of Matanzas:						
Matanzas	2,851.66	12,226.52	2,388,98	264.96	28,796.38	2,027.33
Canasi					588.00	5,000.00
Guamacaro					1,337.00	
Santa Ana					1,326.00	
Cardenas		2,115.60	1,270.82		8,068.50	
Carlos Rojas					748.00	
Marti					1,300.00	
Maximo Gomez					935.00	
Jovellanos					847.00	
Alacranes					3,229.00	
Bolondron					2,774.00	
Cabezas					1,642.33	
Union de Reyes	24.00				2,707.12	
Sabanilla del Encomendador					853.00	
Colon					3,586.27	
Cuevitas					863.00	
Macagua					1,186.46	
Macuriges					1,956.00	
Manguito					1,736.80	
Perico					689.00	
Roque					1,415.00	
San Jose de los Ramos					984.00	
Jaguey Grande					2,051.50	
Total	2,875.66	14,342.12	3,659.80	264.96	69,619.36	7,027.33
Province of Santa Clara:						
Santa Clara	3,137.86	11,971.04	2,507.27	729.64	13,346.98	2,028.33
Esperanza					1,324.50	
Calabazar de Sagua					2,230.00	
Ranchuelo					2,618.00	
San Diego del Valle					1,190.00	
Cienfuegos		3,931.64	2,605.00		13,992.12	
Palmira					2,669.80	
Cruces					2,888.00	
Rodas	128.00				4,894.40	
Santa Isabel de las Lajas	152.00				1,585.00	
Cartagena					1,354.00	

EXHIBIT N.—*Statement of allotment of funds for the month of September, 1900*—Cont'd.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Santa Clara—Cont'd.						
San Fernando de Camarones					$1,123.38	
Abreus					1,520.94	
Sagua la Grande					8,385.91	
Santo Domingo					2,963.54	
Quemado de Guines	$168.00				1,860.00	
Cifuentes					1,526.50	
Ceja de Pablo					1,682.00	
Rancho Veloz					8,571.00	
San Juan de las Yeras					1,601.50	
Remedios					5,794.42	
Caibarien					2,794.00	
Vueltas					1,304.28	
Placetas					2,884.00	
Camajuani					1,665.00	
Yaguajay					1,596.00	
Trinidad					6,341.00	$6,000.00
Sancti Spiritus	160.00				7,077.90	2,500.00
Total	3,745.86	$15,902.68	$5,112.27	$729.64	101,284.17	10,528.33
Province of Puerto Principe:						
Puerto Principe	2,403.13	8,770.14	1,811.64	679.64	23,741.62	4,518.33
Nuevitas					1,860.00	2,000.00
Santa Cruz del Sur					1,968.00	2,500.00
Moron	260.00				3,024.00	
Ciego de Avila					934.00	
Total	2,663.13	8,770.14	1,811.64	679.64	31,527.62	9,018.33
Province of Santiago de Cuba:						
Santiago de Cuba	3,926.64	12,467.85	3,133.39	3,090.14	20,555.42	2,513.33
San Luis					2,129.00	
Caney					1,879.00	
El Cobre	326.00				1,796.00	
Alto Songo					1,810.00	
Palma Soriano					1,802.00	
Guantanamo					5,632.98	12,587.00
Sagua de Tanamo	142.00				280.00	
Manzanillo		939.28	1,846.91		9,462.00	
Campechuela					2,836.00	
Niquero	54.00				876.00	
Bayamo	22.00				4,668.50	
Jiguani					724.00	
Holguin	140.00	661.66	2,083.30		9,086.00	
Puerto Padre	588.00				1,624.00	
Gibara					11,855.50	
Mayari	66.00				878.00	
Baracoa					6,506.50	
Total	5,264.64	14,068.79	7,063.60	3,090.14	84,400.90	15,100.33
Grand total	29,594.22	93,290.07	32,829.13	10,191.92	466,494.48	94,991.05

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Pinar del Rio:					
Pinar del Rio	$680.00	$1,925.00	$1,041.06		$24,733.64
Consolacion del Norte		1,000.00			1,708.00
Consolacion del Sur		1,045.00			4,522.00
San Juan y Martinez		720.00			1,443.75
San Luis		535.00			1,968.50
Vinales		945.00			1,768.00
Guane		800.00			1,070.00
Mantua		390.00			566.00
San Cristobal		1,600.00			3,226.98
Candelaria		850.00			1,690.00
Julian Diaz (antes Paso Real)		710.00			995.00
Palacios		850.00			1,522.00
San Diego de los Baños		1,070.00			1,576.00
Guanajay	1,196.00	1,950.00	1,423.99		9,724.23
Artemisa		1,640.00			3,969.10
Bahia Honda		1,000.00			1,350.20
Cabañas		1,080.00			2,006.80

Exhibit N.—*Statement of allotment of funds for the month of September, 1900*—Cont'd.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Pinar del Rio—Cont'd.					
Guayabal		$430.00			$956.76
Mariel		850.00			1,626.50
San Diego de Nuñez					856.00
Total	$1,876.00	19,390.00	$2,465.05		71,787.69
Province of Habana:					
Habana	61,260.36	8,321.94	12,270.80	$6,162.83	267,841.89
Marianao	480.00	1,990.00	1,105.79		6,795.79
Bauta		1,280.00			8,473.00
El Cano		780.00			2,082.00
Guanabacoa	1,845.67	2,370.00	2,351.84		12,981.01
Managua		1,280.00			7,231.35
Regla		2,000.00			6,085.46
Santa Maria del Rosario		210.00			1,155.00
Jaruco	270.00	1,080.00	968.82		4,028.82
La Salud		620.00			1,645.00
Aguacate		620.00			1,915.00
San Pablo de Bainoa		1,250.00			2,442.00
Santa Cruz del Norte		540.00			1,549.00
San Jose de las Lajas		710.00			2,779.66
Tapaste		880.00			640.00
San Antonio de los Baños	364.00	1,850.00	1,141.74		7,860.24
Alquizar	697.58	1,290.00			3,372.58
Ceiba del Agua		610.00			1,755.00
Guira de Melena		1,760.00			6,108.00
Vereda Nueva		840.00			1,090.00
Bejucal	240.00	1,340.00	1,272.92		5,832.92
Batabano		1,400.00			7,429.00
Quivican		680.00			1,604.00
Santiago de las Vegas	307.00	1,220.00			5,712.50
Isla de Pinos		1,820.00			8,088.00
San Antonio de las Vegas		620.00			1,780.00
San Felipe		620.00			2,148.00
Guines	996.30	2,690.00	1,519.28		12,723.30
La Catalina		800.00			2,356.00
Madruga	594.00	960.00			3,255.90
Melena del Sur		960.00			2,060.00
Nueva Paz	1,435.48	1,840.00			6,001.08
San Nicolas		1,380.00			4,768.00
Guara		620.00			1,610.00
Total	68,440.89	46,181.94	20,625.19	6,162.83	402,149.00
Province of Matanzas;					
Matanzas	11,543.20	13,580.00	4,712.85		78,891.88
Canasi		640.00			6,228.00
Guamacaro		680.00			2,017.00
Santa Ana		880.00			1,706.00
Cardenas	3,787.20	1,990.00	856.82		18,087.94
Carlos Rojas		285.00			983.00
Marti		400.00			1,700.00
Maximo Gomez		285.00			1,220.00
Jovellanos	290.00	470.00			1,607.00
Alacranes		640.00	1,918.84		5,787.84
Bolondron		1,240.00			4,014.00
Cabezas		640.00			2,282.33
Union de Reyes		636.00			3,367.12
Sabanilla del Encomendador		790.00			1,643.00
Colon	1,821.00	985.00	428.66		6,270.93
Cuevitas		165.00			1,028.00
Macagua		680.00			1,866.46
Macuriges		820.00			2,776.00
Manguito		400.00			2,136.80
Perico		160.00			849.00
Roque		160.00			1,575.00
San Jose de los Ramos		340.00			1,324.00
Jaguey Grande		410.00			2,461.50
Total	16,941.40	26,676.00	7,916.67		149,322.80
Province of Santa Clara:					
Santa Clara	4,104.79	2,240.00	3,354.95		43,420.86
Esperanza		600.00			1,924.50
Calabazar de Sagua		920.00			3,150.00
Ranchuelo		600.00			3,218.00
San Diego del Valle		120.00			1,310.00
Cienfuegos	11,406.45	6,850.00	4,047.10		42,832.31
Palmira		440.00			3,109.80

EXHIBIT N—*Statement of allotment of funds for the month of September, 1900*—Cont'd.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Santa Clara—Cont'd.					
Cruces		$650.00			$3,538.00
Rodas	$215.80	460.00			5,698.20
Santa Isabel de las Lajas		460 00			2,197.00
Cartagena		480.00			1,834.00
San Fernando de Camarones		520.00			1,643.38
Abreus		390.00			1,910.94
Sagua la Grande	6,393.26	1,810.00	$1,964.62		18,553.79
Santo Domingo	818.85	460.00			4,242.39
Quemado de Guines		560.00			2,588.00
Cifuentes		380.00			1,906.50
Ceja de Pablo		320.00			2,002.00
Rancho Veloz	200.00	320.00			4,091.00
San Juan de las Yeras		260.00			1,861.50
Remedios	2,021.40	1,380.00	2,447.96		11,643.78
Caibarien		500.00			3,294.00
Vueltas		560.00			1,864.28
Placetas		520.00			2,904.00
Camajuani		710.00			2,375.00
Yaguajay	1,064.67	520.00			3,180.67
Trinidad	8,121.09	1,260.00	998.79		17,720.88
Sancti Spiritus	6,037.02	1,870.00	1,656.57		19,301.49
Total	35,383.33	26,160.00	14,469.99		213,316.27
Province of Puerto Principe:					
Puerto Principe	4,662.30	8,410.00	2,146.92		57,138.72
Nuevitas		1,020.00			4,880.00
Santa Cruz del Sur	749.00	390.00			5,607 00
Moron		820.00	753.84		4,357.84
Ciego de Avila	250.00	670.00			1,854.00
Total	5,661.30	10,810.00	2,900.76		73,837.56
Province of Santiago de Cuba:					
Santiago de Cuba	17,962.85	11,704.00	2,998.57		78,347.19
San Luis		240.00			2,369.00
Caney		240.00			2,119.00
El Cobre		60.00			2,182.00
Alto Songo		120.00			1,980.00
Palma Soriano		120.00			1,922.00
Guantanamo	1,245.00	1,140.00	752.26		21,357.24
Sagua de Tanamo		180.00			602.00
Manzanillo	1,802.53	1,580.00	1,652.35		17,233.07
Campechuela	602.50	810.00			3,748.50
Niquero		120.00			1,050.00
Bayamo	525.00	450.00	524.85		6,190.35
Jiguani		180.00			904.00
Holguin		980.00	1,434.55		14,385.51
Puerto Padre		320.00			2,532.00
Gibara		1,080.00			12,935.50
Mayari		250.00			1,194.00
Baracoa		480.00	931.04		7,917.54
Total	22,137.88	19,504.00	8,288.62		178,918.90
Grand total	150,440.30	148,671.94	56,666.28	$6,162.83	1,089,332.22

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports and harbors.	Charities and hospitals.	Miscellaneous.	Public buildings.
Headquarters Division of Cuba:						*Postal service.* (*a*)	
Office of the auditor			$11,796.61				
Signal corps	$375.00		17,668.81				
Office of the treasurer			4,988.83				
Office of disbursing clerk		$9,300.00	33,932.74	$30.70	$3,780.40	$152.50	$120.80
Office of chief quartermaster	7,982.89		1,275.24	3,398.83			

a Census, $32,000.

Exhibit N.—*Statement of allotment of funds for the month of September, 1900*—Cont'd.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.	Public buildings.
Headquarters Division of Cuba—Continued.						*Postal service.*	
Office of chief ordnance	$220.00						
Office of superintendent of charities and hospitals					$40,152.00		
Postal department						a$55,879.36	
Chief engineer		$133,090.00	$6,625.00	$14,075.00	300.00		b$40,479.45
Chief surgeon					1,000.00		
Medical supply depot	500.74						
Total	9,078.63	142,390.00	76,281.73	17,499.03	45,232.40	56,031.86	40,600.25
Captains of ports and custom-houses:				*Captains of ports.*		*Expenses.*	
Baracoa						405.00	
Batabano				42.00		320.66	
Caibarien				246.56		1,137.00	
Cardenas				405.00		1,953.06	
Cienfuegos				670.00		5,661.28	675.00
Gibara				40.00		1,363.47	
Guantanamo				68.67		1,049.83	
Habana				3,527.00		72,389.57	
Manzanillo				70.00		1,535.00	
Matanzas				185.00		2,489.60	
Nuevitas				125.40		1,781.50	
Sagua la Grande				45.00		1,053.85	
Santa Cruz del Sur						160.00	
Santiago				338.60		9,711.27	1,000.00
Trinidad				45.00		677.56	143.00
Tunas de Zaza						237.00	
Collector for Cuba						21,085.44	
Revenue-Cutter Service						26,370.04	
Total				5,758.23		149,380.63	1,818.00
Department of Matanzas and Santa Clara:							
Cardenas	266.92		77.00				
Cienfuegos	629.80	7,723.00	300.00				
Pasa Caballos	1,274.50						
Colon			70.00				
Matanzas	14,783.21	9,176.44	545.00		684.97		
Placetas	1,105.00				91.05		
Santa Clara	17.08				749.61		
Total	18,076.51	16,899.44	992.00		1,525.63		
Department of Habana and Pinar del Rio:							
Habana							
Chief sanitary officer		20,515.83			4,653.70		
Guanajay		399.00	225.00				
Quemados	9,448.39	3,925.91	7,388.36	7,685.25	1,085.00		
Columbia Barracks	7,952.60						
Total	17,400.99	24,840.74	7,613.36	7,685.25	5,738.70		
Department of Santiago and Puerto Principe:							
Baracoa	176.00	2,297.50	985.00		50.00		
Ciego de Avila	720.00	150.00	2,540.00				
Guantanamo	216.00	860.00	1,560.00	11,710.00			
Holguin	1,219.00	11,155.69	5,200.00	7,415.00	1,215.00		
Manzanillo	1,408.00	2,280.00	4,031.80	2,500.00	35.00		
Nuevitas	917.00	1,411.00	465.00		100.00		
							Jails.
Puerto Principe	2,954.50	13,708.00	9,583.75		14,063.82		887.50
San Luis	231.00	1,400.00	5,194.33	3,622.00			
Santiago	4,176.00	18,284.25	7,470.86	29,027.87	711.85	2,000.00	
Morro Castle	650.00						
Total	12,667.50	51,546.44	37,030.74	54,274.87	16,175.67	2,000.00	887.50
Grand total	57,223.63	235,676.62	121,917.83	85,217.38	68,672.40	207,412.49	43,305.75

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a Census, $32,000.

b $35,031.54 repair of jails.

EXHIBIT N.—*Statement of allotment of funds for the month of September, 1900*—Cont'd.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public instruction.	Elections.	Census and Paris Exposition.	Quarantine.	Bills of lading and transportation.	Total.
Headquarters Division of Cuba:						
Office of the auditor						$11,796.61
Signal corps						18,043.81
Office of the treasurer					$34,000.00	38,983.33
Office of disbursing clerk	$12,9948.82	$60.00	a $32,000.00			209,325.96
Office of chief quartermaster	566.40					13,217.86
Office of chief ordnance						220.00
Office of superintendent charities and hospitals						40,152.00
Marine-Hospital Service				$42,985.89		42,985.89
Postal department						55,879.36
Chief engineer						194,569.45
Chief surgeon						1,000.00
Medical supply depot						500.74
Gonzalo de Quesada			3,000.00			3,000.00
Total	130,515.22	60.00	35,000.00	42,985.89	34,000.00	629,675.01
Captains of ports and custom-houses:	*Refunds.*					
Baracoa	20.00					425.00
Batabano						362.66
Caibarien	37.87					1,421.43
Cardenas						2,358.06
Cienfuegos						7,006.28
Gibara						1,403.47
Guantanamo						1,118.00
Habana	3,500.00					79,416.57
Manzanillo						1,605.00
Matanzas						2,624.60
Nuevitas						1,906.90
Sagua la Grande						1,098.85
Santa Cruz del Sur						160.00
Santiago	600.00					11,649.87
Trinidad						865.56
Tunas de Zaza						237.00
Collector for Cuba						21,085.44
Revenue-Cutter Service						26,370.04
Total	4,157.87					161,114.73
Department of Matanzas and Santa Clara:						
Cardenas	260.00					603.92
Cienfuegos						8,652.80
Pasa Caballos						1,274.50
Colon						70.00
Matanzas						25,189.62
Placetas						1,196.05
Sagua la Grande	80.00					80.00
Santa Clara						766.69
Total	340.00					37,833.58
Department of Habana and Pinar del Rio:						
Habana						
Chief sanitary officer						25,169.53
Guanajay						624.00
Quemados						29,532.91
Columbia Barracks						7,952.60
Total						63,279.04
Department of Santiago and Puerto Principe:						
Baracoa						3,508.50
Ciego de Avila						3,410.00
Guantanamo						14,346.00
Holguin	75.00					26,279.69
Manzanillo						10,254.80
Nuevitas						2,893.00

Exhibit N.—*Statement of allotment of funds for the month of September, 1900*—Cont'd.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public instruction.	Elections.	Census and Paris Exposition.	Quarantine.	Bills of lading and transportation.	Total.
Department of Santiago and Puerto Principe—Continued.						
Puerto Principe						$41,197.57
San Luis						10,447.83
Santiago						61,670.83
Morro Castle						650.00
Bayamo	$1,000.00					1,000.00
Total	1,075.00					175,657.72
Grand total	136,068.09	$60.00	$35,000.00	$42,985.89	$34,000.00	1,067,560.03

RECAPITULATION.

Disbursement during month of September for August account through military officers	$236,782.40
Disbursement during month of September for August account through haciendas	382,059.63
Disbursement during month of September for September account through military and haciendas	1,538,050.27
Grand total	2,156,892.30

Exhibit O.—*Statement of allotment of funds for the month of October, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Pinar del Rio:						
Pinar del Rio	$2,176.83	$4,318.99	$911.32	$364.82	$8,157.48	$10,484.17
Consolacion del Norte	240.00				594.00	
Consolacion del Sur	356.00				1,324.00	2,000.00
San Juan y Martinez	746.00				546.25	
San Luis	210.00				1,194.50	
Vinales	420.00				538.00	
Guane	150.00					
Mantua	150.00					
San Cristobal	60.00				570.00	3,595.82
Candelaria	60.00				400.00	
Julian Diaz (formerly Paso Real)	180.00				183.00	
Palacios					242.00	
San Diego de los Banos	90.00				223.00	
Guanajay	240.00	471.64	791.07		1,235.00	
Artemisa	300.00				1,094.10	
Bahia Honda	30.00				179.64	
Cabanas	150.00				449.00	
Guayabal	90.00				253.56	
Mariel	150.00				520.50	
San Diego de Nunez	90.00				178.00	
Total	5,888.83	4,790.63	1,702.39	364.82	17,882.03	16,079.99
Province of Habana:						
Habana	12,064.46	32,978.88	9,857.20	9,578.13	42,265.24	13,546.68
Marianao	150.00				1,630.00	
Bauta	90.00				1,102.00	
El Cano	90.00				746.00	
Guanabacoa	364.00				4,147.00	
Managua	240.00				280.00	
Regla	120.00				2,136.28	
Santa Maria del Rosario	90.00				555.00	
Jaruco	210.00				715.00	
La Salud	240.00				645.00	
Aguacate	180.00				708.33	
San Pablo de Bainoa	210 00				557.00	
Santa Cruz del Norte	120.00				479.00	
San Jose de las Lajas	180.00				1,206.00	
Tapaste	120.00				130.00	
San Antonio de los Banos	330.00				2,186.50	
Alquizar	90.00				685.00	

EXHIBIT O.—*Statement of allotment of funds for the month of October, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Habana—Continued.						
Ceiba del Agua	$120.00	....	....	....	$360.00	....
Guira de Melena	150.00	....	....	....	2,126.00	....
Vereda Nueva	60.00	....	....	....	445.00	....
Bejucal	180.00	....	....	....	1,200.00	....
Batabano	180.00	....	....	....	1,502.00	....
Quivican	150.00	....	....	....	452.00	....
Santiago de las Vegas	180.00	....	....	....	2,112.75	....
Isla de Pinos	180.00	....	....	....	507.00	....
San Antonio de las Vegas	150.00	....	....	....	750.00	....
San Felipe	60.00	....	....	....	764.00	....
Guines	420.00	....	....	....	3,238.50	$8,450.00
La Catalina	270.00	....	....	....	803.00	....
Madruga	240.00	....	....	....	881.76	....
Melena del Sur	120.00	....	....	....	550.00	....
Nueva Paz	120.00	....	....	....	1,385.90	....
San Nicolas	240.00	....	....	....	1,679.00	....
Guara	180.00	....	....	....	535.00	....
Total	17,888.46	$32,978.88	$9,857.20	$9,573.13	79,960.21	21,996.68
Province of Matanzas:						
Matanzas	2,489.33	5,321.32	1,019.97	132.49	13,648.80	527.33
Canasi	60.00	....	....	....	264.00	7,000.00
Guamacaro	210.00	....	....	....	673.50	....
Santa Ana	150.00	....	....	....	617.00	....
Cardenas	226.00	1,167.49	738.32	....	5,678.00	....
Carlos Rojas	180.00	....	....	....	540.00	....
Marti	180.00	....	....	....	1,050.00	....
Maximo Gomez	120.00	....	....	....	855.00	....
Jovellanos	90.00	....	....	....	847.00	....
Alacranes	120.00	....	....	....	1,593.00	....
Bolondron	180.00	....	....	....	1,387.00	....
Cabezas	150.00	....	....	....	656.50	....
Union de Reyes	60.00	....	....	....	1,323.56	....
Sabanilla del Encomendador	90.00	....	....	....	425.00	....
Colon	120.00	....	....	....	2,691.27	....
Cuevitas	120.00	....	....	....	669.00	....
Macagua	90.00	....	....	....	601.66	....
Macuriges	274.00	....	....	....	1,361.00	....
Manguito	150.00	....	....	....	1,476.80	....
Perico	90.00	....	....	....	525.00	....
Roque	150.00	....	....	....	761.00	....
San Jose de los Ramos	150.00	....	....	....	936.00	....
Jaguey Grande	150.00	....	....	....	1,161.50	....
Total	5,599.33	6,488.81	1,758.29	132.49	39,741.59	7,527.33
Province of Santa Clara:						
Santa Clara	2,525.83	5,806.14	1,247.00	364.82	6,979.11	2,503.33
Esperanza	270.00	....	....	....	598.25	....
Calabazar de Sagua	210.00	....	....	....	1,110.00	....
Ranchuelo	180.00	....	....	....	1,387.00	....
San Diego del Valle	210.00	....	....	....	868.50	....
Cienfuegos	594.00	....	....	....	....	....
Palmira	60.00	....	....	....	....	....
Cruces	120.00	....	....	....	....	....
Rodas	150.00	....	....	....	....	....
Santa Isabel de las Lajas	180.00	....	....	....	....	....
Cartagena	120.00	....	....	....	....	....
San Fernando de Camarones	180.00	....	....	....	....	....
Abreus	30.00	....	....	....	....	....
Sagua la Grande	218.00	....	....	....	4,198.28	....
Santo Domingo	540.00	....	....	....	1,319.45	....
Quemado de Guines	210.00	....	....	....	1,005.00	....
Cifuentes	210.00	....	....	....	1,021.50	....
Ceja de Pablo	160.00	....	....	....	1,137.00	....
Rancho Veloz	270.00	....	....	....	1,514.00	....
San Juan de las Yeras	210.00	....	....	....	878.00	....
Remedios	334.00	....	....	....	2,844.82	....
Caibarien	180.00	....	....	....	1,360.00	....
Vueltas	270.00	....	....	....	692.14	....
Placetas	214.00	....	....	....	1,134.00	4,500.00
Camajuani	184.00	....	....	....	1,095.00	....
Yaguajay	180.00	....	....	....	723.00	....
Trinidad	458.00	....	....	....	....	2,000.00
Sancti Spiritus	510.00	....	....	....	....	....
Total	8,977.83	5,806.14	1,247.00	364.82	29,865.05	9,003.33

EXHIBIT O.—*Statement of allotment of funds for the month of October, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Puerto Principe:						
Puerto Principe	$2,372.44	$3,924.49	$908.32	$389.82	$14,088.21	$6,327.08
Nuevitas	180.00				1,021.00	
Santa Cruz del Sur					971.00	
Moron	270.00					
Ciego de Avila	330.00					
Total	3,152.44	3,924.49	908.32	389.82	16,080.21	6,327.08
Province of Santiago de Cuba:						
Santiago de Cuba	3,595.72	5,730.17	1,395.00	2,267.57	10,606.82	2,513.33
San Luis	180.00				1,064.50	
Caney	304.00				889.50	
El Cobre	300.00				898.00	
Alto Songo	300.00				765.00	
Palma Soriano	180.00				719.00	
Guantanamo	1,030.00				2,840.50	
Sagua de Tanamo	180.00				130.00	
Manzanillo	420.00	466.64	791.65			
Campechuela	120.00					
Niquero	60.00				617.00	
Bayamo	270.00					
Jiguani	90.00				362.00	
Holguin	930.00	330.83	791.65			
Puerto Padre	260.00				812.00	
Gibara	360.00					
Mayari	210.00				439.00	
Baracoa	3,059.40				1,985.00	214.51
Total	11,849.12	6,527.64	2,978.30	2,267.57	22,128.32	2,727.84
Grand total	53,356.01	60,511.59	18,446.50	13,042.65	205,657.41	63,662.25

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Pinar del Rio:					
Pinar del Rio	$776.00	$1,925.00	$1,041.06		$30,155.67
Consolacion del Norte		500.00			1,334.00
Consolacion del Sur		1,045.00			4,725.00
San Juan y Martinez		720.00			2,012.25
San Luis		585.00			1,939.50
Vinales		945.00			1,898.00
Guane		800.00			950.00
Mantua		390.00			540.00
San Cristobal		800.00			5,025.82
Candelaria		425.00			885.00
Julian Diaz (formerly Paso Real)		355.00			718.00
Palacios		425.00			667.00
San Diego de los Baños		535.00			848.00
Guanajay	11,085.25	975.00	491.33		15,234.29
Artemisa		820.00			2,214.10
Bahia Honda		500.00			709.64
Cabañas		540.00			1,139.00
Guayabal		215.00			568.56
Mariel		425.00			1,095.50
San Diego de Nuñez					268.00
Total	11,806.25	12,875.00	1,532.39		72,922.83
Province of Habana:					
Habana	34,456.53	4,068.47	13,968.56	$5,789.68	178,533.83
Marianao	870.00	995.00			3,145.00
Bauta		615.00			1,807.00
El Cano		390.00			1,226.00
Guanabacoa	2,021.47	1,215.00			7,747.47
Managua		615.00			1,135.00
Regla		1,000.00			3,256.23
Santa Maria del Rosario		70.00			715.00
Jaruco	276.00	540.00			1,741.00
La Salud		310.00			1,195.00
Aguacate		310.00			1,193.33
San Pablo de Bainoa		625.00			1,392.00
Santa Cruz del Norte		270.00			869.00

EXHIBIT O.—*Statement of allotment of funds for the month of October, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Habana—Continued.					
San Jose de las Lajas		$355.00			$1,741.00
Tapaste		190.00			440.00
San Antonio de los Baños	$478.00	925.00			3,919.50
Alquizar	229.20	645.00			1,649.20
Ceiba del Agua		305.00			1,285.00
Guira de Melena		880.00			3,156.00
Vereda Nueva		170.00			675.00
Bejucal	310.00	670.00			2,360.00
Batabano		700.00			2,382.00
Quivican		340.00			942.00
Santiago de las Vegas	307.00	610.00			3,209.75
Isla de Pinos		910.00			1,597.00
San Antonio de las Vegas		310.00			1,210.00
San Felipe		310.00			1,184.00
Guines	1,089.20	1,345.00			14,542.70
La Catalina		400.00			1,478.00
Madruga	458.69	480.00			2,060.45
Melena del Sur		480.00			1,150.00
Nueva Paz	283.40	920.00			2,709.30
San Nicolas		690.00			2,609.00
Guara		310.00			1,025.00
Total	40,279.49	22,968.47	$13,988.56	$5,739.68	255,225.76
Province of Matanzas:					
Matanzas		6,790.00	1,827.33		31,756.57
Canasi		320.00			7,644.00
Guamacaro		340.00			1,228.50
Santa Ana		190.00			957.00
Cardenas	2,896.30	1,990.00	856.32		13,552.48
Carlos Rojas		235.00			955.00
Marti		400.00			1,630.00
Maximo Gomez		285.00			1,260.00
Jovellanos	255.00	470.00			1,662.00
Alacranes		320.00	759.78		2,792.78
Bolondron		620.00			2,187.00
Cabezas		320.00			1,126.50
Union de Reyes		160.00			1,543.56
Sabanilla del Encomendador		395.00			910.00
Colon	1,253.50	935.00	428.66		5,428.48
Cuevitas		165.00			954.00
Macagua		340.00			1,081.66
Macuriges		320.00			2,455.00
Manguito		400.00			2,026.80
Perico		160.00			775.00
Roque		160.00			1,071.00
San Jose de los Ramos		340.00			1,426.00
Jaguey Grande		410.00			1,721.50
Total	4,404.80	16,565.00	3,872.04		86,089.68
Province of Santa Clara:					
Santa Clara		1 120.00	1,958.21		22,504.44
Esperanza		300.00			1,168.25
Calabazar de Sagua		460.00			1,780.00
Ranchuelo		300.00			1,867.00
San Diego del Valle		60.00			1,138.50
Cienfuegos					594.00
Palmira					60.00
Cruces					120.00
Rodas					150.00
Santa Isabel de las Lajas					180.00
Cartagena					120.00
San Fernando de Camarones					180.00
Abreus					30.00
Sagua la Grande		905.00	641.54		5,962.82
Santo Domingo		230.00			2,089.45
Quemado de Guines		280.00			1,495.00
Cifuentes		190.00			1,421.50
Ceja de Pablo		160.00			1,457.00
Rancho Veloz		160.00			1,944.00
San Juan de las Yeras		130.00			1,218.00
Remedios		690.00	802.32		4,671.14
Caibarien		250.00			1,790.00
Vueltas		280.00			1,242.14
Placetas		260.00			6,108.00
Camajuani		355.00			1,634.00
Yaguajay		260.00			1,163.00

EXHIBIT O.—*Statement of allotment of funds for the month of October, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Santa Clara—Cont'd.					
Trinidad					$2,458.00
Sancti Spiritus					510.00
Total		$6,390.00	$3,402.07		65,056.24
Province of Puerto Principe:					
Puerto Principe	$502.54	4,205.00	1,027.67		38,690.57
Nuevitas		510.00			1,711.00
Santa Cruz del Sur		195.00			1,166.00
Moron					270.00
Ciego de Avila					330.00
Total	502.54	4,910.00	1,027.67		37,167.57
Province of Santiago de Cuba:					
Santiago de Cuba	12,627.04	5,807.00	1,376.84		45,919.49
San Luis		120.00			1,364.50
Victoria de las Tunas	200.00				200.00
Caney		120.00			1,318.50
El Cobre		30.00			1,228.00
Alto Songo		60.00			1,125.00
Palma Soriano		60.00			959.00
Guantanamo	1,382.00	570.00	359.68		6,182.18
Sagua de Tanamo		60.00			370.00
Manzanillo	994.52	765.00	499.50		3,987.31
Campechuela	382.00	155.00			607.00
Niquero		60.00			787.00
Bayamo	1,591.47	150.00	314.00		2,325.47
Jiguani		90.00			542.00
Holguin	565.60	490.00	469.00		3,577.08
Puerto Padre	439.25	160.00			1,671.25
Gibara		360.00			720.00
Mayari		125.00			774.00
Baracoa	86.90	160.00	422.38		5,878.19
Total	18,168.78	9,342.00	3,441.40		79,430.97
Grand total	75,161.86	17,050.47	27,264.13	$5,739.68	595,892.55

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports and harbors.	Charities and hospitals.	Miscellaneous.
Headquarters Division of Cuba:						*a Postal service.*
Office of the auditor			$12,390.89			
Signal Corps	$105.00		18,766.68			
Office of the treasurer			4,738.83			
Office disbursing clerk		$1,666.00	25,514.57	$351.00		
Office of chief ordnance	73.50					
Office superintendent charities and hospitals					$25,956.40	
Postal department						*a* $89,880.10
Chief engineer		132,302.80	7,350.00	12,076.50	412.75	
Total	178.50	133,968.80	68,760.42	12,427.50	26,369.15	89,880.10
Captains of ports and custom-houses:				*Captains ports.*		*Expenses.*
Baracoa						483.00
Batabano				44.00		358.16
Caibarien				264.56		1,056.79
Cardenas				165.00		2,728.06
Cienfuegos				719.90		5,955.36
Gibara				42.50		1,488.66
Guantanamo				90.00		1,069.33
Habana				4,044.00		34,026.76
Manzanillo				60.00		4,268.00
Matanzas				248.50		2,433.49
Nuevitas				100.00		1,726.50
Sagua la Grande				70.00		1,036.22
Santa Cruz del Sur						160.00

EXHIBIT O.—*Statement of allotment of funds for the month of October, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public buildings.	Public instruction.	*a* Census and Paris Exposition.	Quarantine.	Bills of lading and transportation.	Total
Captains of ports and custom-houses—Continued.				*Captains ports.*		*Expenses.*
Santiago				$388.70		$5,288.54
Trinidad				45.00		539.16
Tunas de Zaza						242.00
Collector for Cuba						9,941.53
Revenue-Cutter Service						7,486.66
Total				6,282.16		80,288.22
Department of Matanzas and Santa Clara:						
Cardenas			$155.33			
Cienfuegos	$396.60	$7,834.13	29,840.02		$382.02	
Pasa Caballos	1,606.45					
Colon			95.00			
Matanzas	2,278.51	10,268.15	607.58	300.00		
Sancti Spiritus	67.92	4,825.05			14.80	
Total	4,344.48	22,927.33	30,697.93	300.00	396.82	
Department of Habana and Pinar del Rio:						
Habana						
Chief sanitary officer		19,846.60			231.00	
Quemados	17,840.22	4,073.53	8,692.41	15,512.05	83.19	
Columbia Barracks	435.00					
Isle of Pines				2,075.00		
Total	18,275.22	23,920.13	8,692.41	17,587.05	314.19	
Department of Santiago and Puerto Principe:						
Baracoa	97.50	1,358.75	1,000.00			
Ciego de Avila	275.00	150.00	2,480.00			
Guantanamo	168.00		1,688.50		14,986.39	
Holguin	611.00	3,849.00	5,555.00			
Manzanillo	1,702.05	3,699.35	3,748.60	2,000.00	35.00	
Nuevitas	732.00	833.03	335.50		100.00	
Puerto Principe	2,587.75	14,392.00	10,681.48		11,296.00	
San Luis	151.00	1,325.00	4,840.04	3,545.31		
Santiago	2,493.85	30,559.65	7,530.10	18,423.89	498.57	
Morro Castle	1,628.50					
Total	10,446.15	56,166.78	37,859.22	23,969.20	26,860.96	
Grand total	33,244.35	236,983.04	146,009.98	60,565.91	58,941.12	120,118.32

Departments.	Public buildings.	Public instruction.	*a* Census and Paris Exposition.	Quarantine.	Bills of lading and transportation.	Total.
Headquarters Division of Cuba:						
Office of the auditor						$12,390.89
Signal Corps						18,871.63
Office of the treasurer					$10,250.00	14,988.33
Office of disbursing clerk	$641.46	$62,779.48				90,952.51
Office of chief quartermaster	1,540.61					1,540.61
Office of chief ordnance						73.50
Office superintendent charities and hospitals						25,956.40
Marine-Hospital Service				$17,593.87		17,593.87
Postal department						39,890.10
Chief engineer	*a* 22,063.98					174,206.03
Maj. T. E. True, Washington			*a* $14,000.00			14,000.00
Total	24,246.05	62,779.48	14,000.00	17,593.87	10,250.00	410,403.87

a $3,966.40 repair jails.

Exhibit O.—*Statement of allotment of funds for the month of October, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports and harbors.	Charities and hospitals.	Miscellaneous.
Captains of ports and custom-houses:		*Refunds.*				
Baracoa						$483.00
Batabano						402.16
Caibarien		$75.40				1,396.75
Cardenas						2,893.06
Cienfuegos	$625.00					7,300.26
Gibara		100.00				1,631.16
Guantanamo						1,159.83
Habana		2,000.00				40,070.76
Manzanillo						4,828.00
Matanzas						2,681.99
Nuevitas						1,826.50
Sagua la Grande		114.80				1,221.02
Santa Cruz del Sur						160.00
Santiago		1,000.00				6,677.24
Trinidad						584.16
Tunas de Zaza						242.00
Collector for Cuba						9,941.53
Revenue-Cutter Service						7,486.66
Total	625.00	3,290.20				90,485.58
Department of Matanzas and Santa Clara:						
Cardenas		522.00				677.83
Cienfuegos		181.00				38,633.77
Pasa Caballos						1,606.45
Colon						95.06
Matanzas						13,449.24
Sancti Spiritus						4,907.77
Total		703.00				59,369.56
Department of Habana and Pinar del Rio:						
Habana						
Chief sanitary officer						20,077.60
	Jails.					
Quemados	203.18					46,404.58
Columbia Barracks						435.00
Isle of Pines						2,075.00
Total	203.18					68,992.18
Department of Santiago and Puerto Principe:						
Baracoa						2,455.75
Ciego de Avila						2,905.00
Guantanamo						16,792.89
Holguin						10,015.00
Manzanillo		270.00				11,455.00
Nuevitas		499.47				2,500.00
	Jails.					
Puerto Principe	420.00	150.00				39,527.23
San Luis						9,861.85
Santiago						59,501.06
Morro Castle						1,628.50
Total	420.00	919.47				156,641.78
Grand total	25,494.23	67,692.15	$14,000.00	$17,593.87	$10,250.00	785,892.97

EXHIBIT P.—*Statement of allotment of funds for the month of November, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Pinar del Rio:						
Pinar del Rio	$1,389.11	$5,548.49	$1,301.82	$364.82	$6,358.74	$7,408.33
Consolacion del Norte					594.00	
Consolacion del Sur					1,324.00	3,000.00
San Juan y Martinez					730.47	
San Luis					902.50	
Vinales					563.00	
San Cristobal					570.00	
Candelaria	60.00				523.00	
Julian Diaz (antes Paso Real)					183.00	
Palacios					312.50	
San Diego de los Baños					223.00	
Guanajay	102.00	560.99	814.98		1,342.50	
Artemisa					1,188.26	
Bahia Honda					179.64	
Cabañas					499.00	
Guayabal					314.10	
Mariel					647.54	
San Diego de Nuñez					178.00	
Total	1,551.11	6,109.48	2,116.80	364.82	16,633.25	10,408.33
Province of Habana:						
Habana	35,850.95	29,385.07	11,132.81	4,339.29	61,744.88	30,101.65
Marianao					1,770.00	
Bauta					1,284.00	
El Cano					705.00	
Guanabacoa					4,315.33	
Managua					380.00	
Regla					2,683.87	
Santa Maria del Rosario					775.00	
Jaruco					823.00	
La Salud					675.00	
Aguacate					760.00	
San Pablo de Bainoa					771.00	
Santa Cruz del Norte					485.00	
San Jose de las Lajas					1,184.00	
Tapaste					165.00	
San Antonio de los Baños					2,391.50	
Alquizar					816.00	
Ceiba del Agua					823.00	
Guira de Melena					2,136.00	
Vereda Nueva					562.44	
Bejucal					1,291.26	
Batabano					1,526.00	1,000.00
Quivican					591.50	
Santiago de las Vegas					2,161.00	
Isla de Pinos					603.50	
San Antonio de las Vegas					602.00	
San Felipe					853.00	
Guines					3,277.83	1,000.00
La Catalina					929.91	
Madruga					889.26	
Melena del Sur					740.00	
Nueva Paz					1,490.90	
San Nicolas					1,847.00	
Guara					535.00	
Total	35,850.95	29,385.07	11,132.81	4,339.29	102,588.18	32,101.65
Province of Matanzas:						
Matanzas	1,663.55	6,705.08	996.59	182.49	16,029.15	527.33
Canasi					263.92	4,500.00
Guamacaro					779.25	
Santa Ana					697.00	
Cardenas	8.00	2,009.86	818.82		6,259.64	
Carlos Rojas					750.00	
Marti					1,010.00	
Maximo Gomez					848.00	
Jovellanos					1,421.00	
Alacranes					1,946.70	
Bolondron					1,519.00	
Cabezas					734.00	
Union de Reyes					1,851.21	
Sabanilla del Encomendador					648.00	
Colon					3,059.27	
Cuevitas					819.00	

Exhibit P.—*Statement of allotment of funds for the month of November, 1900*—Cont'd.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Matanzas—Continued.						
Macagua					$896.16	
Macuriges					1,797.88	
Manguito					1,963.80	
Perico					700.86	
Roque					1,107.90	
San Jose de los Ramos					1,167.00	
Jaguey Grande					1,362.14	
Total	$1,671.55	$3,714.89	$1,809.91	$132.49	47,730.33	$5,027.33
Province of Santa Clara:						
Santa Clara	1,867.40	6,383.07	1,187.21	300.83	4,615.29	2,503.33
Esperanza					760.25	
Calabazar de Sagua					1,870.00	
Ranchuelo					1,671.66	
San Diego del Valle					875.25	
Cienfuegos	262.95	3,450.50	2,055.00		14,665.26	
Palmira					3,097.16	
Cruces					3,329.50	
Rodas					2,791.00	
Santa Isabel de las Lajas					2,467.65	
Cartagena					1,646.00	
San Fernando de Camarones					1,684.95	
Abreus					973.22	
Sagua la Grande					5,319.50	
Santo Domingo					2,358.92	
Quemado de Guines					1,344.58	
Cifuentes					923.50	
Ceja de Pablo					1,846.00	
Rancho Veloz					2,620.93	
San Juan de las Yeras					928.00	
Remedios					3,286.29	
Caibarien					1,403.75	
Vueltas					874.88	
Placetas					1,325.50	1,500.00
Camajuani					1,260.25	
Yaguajay					939.00	
Trinidad					5,502.81	5,000.00
Sancti Spiritus					4,881.00	800.00
Total	2,130.35	9,833.57	3,192.21	300.83	74,276.63	9,803.33
Province of Puerto Principe:						
Puerto Principe	1,284.44	3,924.49	903.32	339.82	14,301.80	9,513.33
Nuevitas					1,064.00	
Santa Cruz del Sur					1,118.00	
Moron					3,324.00	
Ciego de Avila					1,236.00	
Total	1,284.44	3,924.49	903.32	339.82	21,043.80	9,513.33
Province of Santiago de Cuba:						
Santiago de Cuba	1,963.32	12,053.85	1,336.32	1,502.57	15,585.82	2,513.33
San Luis					1,435.82	
Caney					1,559.50	
El Cobre					2,139.00	
Alto Songo					1,840.79	
Palma Soriano					1,000.12	
Guantanamo					2,827.50	
Sagua de Tanamo					280.29	
Manzanillo	210.00	466.64	791.65		13,039.46	
Campechuela					1,362.00	
Niquero					573.00	
Bayamo					2,750.00	
Jiguani					724.16	
Holguin	99.75	594.16	791.65		26,503.50	
Puerto Padre					1,064.80	
Gibara					3,676.50	
Mayari					495.83	
Baracoa					2,384.00	
Total	2,273.07	13,114.65	2,919.62	1,502.57	79,242.09	2,513.33
Grand total	44,261.47	71,082.15	22,074.17	7,479.82	341,519.33	69,867.30

EXHIBIT P.—*Statement of allotment of funds for the month of November, 1900*—**Cont'd.**

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Pinar del Rio:					
Pinar del Rio	$774.00	$1,925.00	$1,041.06		$26,110.87
Consolacion del Norte		500.00			1,094.00
Consolacion del Sur		1,045.00			5,369.00
San Juan y Martinez		720.00			1,450.47
San Luis		585.00			1,437.50
Vinales		945.00			1,508.00
Guane		800.00			800.00
Mantua		390.00			390.00
San Cristobal		800.00			1,370.00
Candelaria		425.00			1,018.00
Julian Diaz (antes Paso Real)		355.00			538.00
Palacios		425.00			737.50
San Diego de los Baños		535.00			758.00
Guanajay	9,620.12	975.00	491.33		13,906.92
Artemisa		820.00			2,006.26
Bahia Honda		500.00			679.64
Cabañas		540.00			1,089.00
Guayabal		215.00			529.10
Mariel		425.00			1,072.54
San Diego de Nuñez					178.00
Total	10,394.12	12,875.00	1,532.39		61,989.80
Province of Habana:					
Habana	55,520.28	4,431.61	11,998.00	$6,499.07	251,003.56
Marianao	508.00	995.00	874.19		3,647.19
Bauta		615.00			1,899.00
El Cano		390.00			1,095.00
Guanabacoa	1,024.32	1,390.00	939.32		7,668.97
Managua		615.00			995.00
Regla		1,000.00			3,683.87
Santa Maria del Rosario		70.00			845.00
Jaruco	559.05	540.00	326.66		2,248.71
La Salud		810.00			985.00
Aguacate		810.00			1,070.00
San Pablo de Bainoa		625.00			1,396.00
Santa Cruz del Norte		270.00			755.00
San Jose de las Lajas		355.00			1,589.00
Tapaste		190.00			355.00
San Antonio de los Baños	546.00	925.00	386.12		4,248.62
Alquizar	385.46	645.00			1,846.46
Ceiba del Agua		805.00			1,128.00
Guira de Melena		880.00			3,016.00
Vereda Nueva		170.00			732.44
Bejucal	140.00	670.00	429.86		2,531.12
Batabano		700.00			3,226.00
Quivican		340.00			931.50
Santiago de las Vegas	14,917.88	610.00			17,688.88
Isla de Pinos		910.00			1,513.50
San Antonio de las Vegas		810.00			912.00
San Felipe		810.00			1,163.00
Guines	973.00	1,345.00	511.98		7,107.31
La Catalina		400.00			1,329.91
Madruga		480.00			1,369.26
Melena del Sur		480.00			1,220.00
Nueva Paz	283.40	920.00			2,694.30
San Nicolas		690.00			2,537.00
Guara		310.00			845.00
Total	74,857.34	23,506.61	14,966.18	6,499.07	335,227.10
Province of Matanzas:					
Matanzas	17,048.42	6,790.00	1,812.83		51,704.89
Canasi		320.00			5,183.92
Guamacaro	314,30	340.00			1,483.55
Santa Ana		190.00			887.00
Cardenas	2,469.40	1,990.00	866.32		14,416.54
Carlos Rojas		235.00			985.00
Marti		400.00			1,410.00
Maximo Gomez		285.00			1,133.00
Jovellanos	394.00	470.00			2,285.00
Alacranes		320.00	774.73		3,041.43
Bolondron		620.00			2,139.00
Cabezas		320.00			1,06[illegible].00
Union de Reyes		160.00			2,011.21
Sabanilla del Encomendador		395.00			1,043.00
Colon	1,358.00	935.00	438.66		5,790.98
Cuevitas		165.00			984.00
Macagua		340.00			1,236.16

EXHIBIT P.—*Statement of allotment of funds for the month of November, 1900*—Cont'd.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Matanzas—Continued.					
Macurlges	....	$820.00	....	....	$2,617.88
Manguito	....	400.00	....	....	2,363.86
Perico	....	160.00	....	....	860.80
Roque	....	160.00	....	....	1,267.90
San Jose de los Ramos	....	340.00	....	....	1,507.00
Jaguey Grande	....	410.00	....	....	1,772.14
Total	$21,584.12	16,565.00	$3,892.04	....	107,127.71
Province of Santa Clara:					
Santa Clara	8,152.82	1,200.00	1,880.07	....	28,840.02
Esperanza	....	3,000.00	....	....	1,060.25
Calabazar de Sagua	....	460.00	....	....	1,830.00
Ranchuelo	....	300.00	....	....	1,971.66
San Diego del Valle	....	60.00	....	....	935.25
Cienfuegos	11,911.24	6,850.00	2,760.64	....	41,955.59
Palmira	....	440.00	....	....	3,537.16
Cruces	....	650.00	....	....	3,979.50
Rodas	....	460.00	....	....	3,251.00
Santa Isabel de las Lajas	....	460.00	....	....	2,927.65
Cartagena	....	480.00	....	....	2,126.00
San Fernando de Camarones	....	520.00	....	....	2,204.95
Abreus	....	890.00	....	....	1,363.22
Sagua la Grande	4,784.88	905.00	694.79	....	11,704.20
Santo Domingo	....	280.00	....	....	2,588.92
Quemado de Guines	....	280.00	....	....	1,624.58
Cifuentes	....	190.00	....	....	1,118.50
Ceja de Pablo	....	160.00	....	....	2,006.00
Rancho Veloz	....	160.00	....	....	2,790.98
San Juan de las Yeras	....	130.00	....	....	1,058.00
Remedios	3,207.70	690.00	855.57	....	8,039.56
Caibarien	....	250.00	....	....	1,658.75
Vueltas	....	280.00	....	....	1,154.88
Placetas	....	260.00	....	....	3,085.50
Camajuani	....	355.00	....	....	1,615.25
Yaguajay	500.00	260.00	....	....	1,699.00
Trinidad	1,877.04	1,260.00	698.42	....	14,337.77
Sancti Spiritus	1,885.00	1,900.00	950.94	....	9,916.94
Total	32,318.68	19,880.00	7,840.43	....	159,576.03
Province of Puerto Principe:					
Puerto Principe	6,716.82	4,206.00	1,173.22	....	42,362.24
Nuevitas	....	510.00	....	....	1,574.00
Santa Cruz del Sur	....	195.00	....	....	1,313.00
Moron	....	320.00	535.12	....	4,179.12
Ciego de Avila	839.70	670.00	....	....	2,745.70
Total	7,556.52	5,900.00	1,708.34	....	52,174.06
Province of Santiago de Cuba:					
Santiago de Cuba	11,876.58	5,807.00	1,310.18	....	53,948.97
San Luis	....	120.00	....	....	1,555.82
El Cristo	200.00	....	....	....	200.00
Caney	....	120.00	....	....	1,679.50
El Cobre	....	80.00	....	....	2,169.00
Alto Songo	....	60.00	....	....	1,900.79
Palma Soriano	....	60.00	....	....	1,060.12
Guantanamo	1,492.90	570.00	398.00	....	5,288.40
Sagua de Tanamo	....	60.00	....	....	341.29
Manzanillo	1,160.46	765.00	703.50	....	17,136.71
Campechuela	486.80	155.00	....	....	2,003.80
Niquero	....	60.00	....	....	633.00
Bayamo	304.70	150.00	....	....	3,204.70
Jiguani	....	90.00	....	....	814.16
Holguin	788.70	490.00	401.00	....	29,618.76
Puerto Padre	543.00	160.00	....	....	1,76[illegible].80
Gibara	....	360.00	....	....	4,036.50
Mayari	....	125.00	....	....	620.33
Baracoa	....	160.00	186.13	....	2,730.13
Total	16,803.14	9,342.00	2,993.81	....	130,704.28
Grand total	163,518.92	88,068.61	32,983.14	$6,499.07	846,798.98

EXHIBIT P.—*Statement of allotment of funds for the month of November, 1900*—Cont'd.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.	Public buildings.
Headquarters Division of Cuba:						*a Postal service.*	
Office of the auditor			$11,841.52				
Signal Corps	$143.00		20,825.35				
Office of the treasurer			45,049.50				
Office of disbursing clerk		$18.00	36,898.81	$290.00		$527.47	
Office of chief quartermaster	12,934.17	3,374.00	6,456.45	44,383.86			
Office of chief ordnance	71.00						
Office of superintendent charities and hospitals					$23,587.08		
Postal department						*a*39,268.99	
Chief engineer		106,275.00	9,462.00	5,460.00	2,785.64		$8,600.00
Immigration station				3,308.23			12,400.00
Total	13,148.17	109,667.00	130,533.63	53,442.09	26,372.72	39,796.46	21,000.00
Captains of ports and custom-houses:				*Captains of ports.*		*Expenses.*	
Baracoa				2,300.00		710.00	
Batabano				40.00		331.66	
Caibarien				245.81		1,129.02	
Cardenas				309.75		1,977.24	
Cienfuegos				749.07		5,851.96	425.00
Gibara				40.00		1,523.60	
Guantanamo				90.00		1,181.00	
Habana				3,994.00		30,218.12	
Manzanillo				60.00		1,791.00	
Matanzas				135.00		2,508.19	75.00
Nuevitas				130.00		1,711.99	
Sagua la Grande				75.00		1,008.99	
Santa Cruz del Sur						201.00	
Santiago				290.00		5,116.62	
Trinidad				45.00		563.26	12.50
Tunas de Zaza						244.00	
Revenue-Cutter Service						7,607.66	
Collector for Cuba						8,741.53	
Total				8,503.63		72,416.79	502.50
Department Matanzas and Santa Clara:							
Cardenas					76.96		
Cienfuegos	347.60	8,344.20	483.88				
Pasa Caballos	1,187.09						
Colon			100.00		188.17		
Matanzas	7,271.20	10,005.45	520.40				
Placetas	146.32						
Sancti Spiritus					152.86		
Trinidad		1,000.00					
Remedios					277.30		
Jaguey Grande							300.00
Rancho Veloz					196.62		
Jovellanos					119.15		
Total	8,952.21	19,349.65	1,114.28		1,010.56		300.00
Department Habana and Pinar del Rio:							
Habana	591.03						
Chief sanitary officer		21,656.23			3,000.00		
Pinar del Rio		150.00					
Quemados	2,444.00	7,006.00	7,623.96	3,326.60			
Columbia Barracks	7,762.03		200.00				
Isle of Pines				2,551.68			
Total	10,797.06	28,812.23	7,823.96	5,878.28	3,000.00		
Department Santiago and Puerto Principe:							
Ciego de Avila	405.00	250.00	2,562.00	1,783.00			
Guantanamo	168.00	14,936.39	1,565.00				
Holguin	977.00	3,181.50	5,380.00				

EXHIBIT P.—*Statement of allotment of funds for the month of November, 1900*—Cont'd.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.	Public buildings.
Department Santiago, etc.—Continued.							
Manzanillo	$913.00	$2,554.06	$2,928.60	$2,491.00	$35.00	$1,078.34	
Nuevitas	1,099.15	1,849.50	835.50		81.13		
Puerto Principe	2,520.75	20,692.00	10,108.75		890.61		
San Luis	163.00	300.00	4,625.00	2,420.00			
Santiago	3,187.50	30,499.12	7,459.13	31,835.00	335.25		
Morro Castle	5,914.50						
Santa Cruz del Sur		3,750.00					$1,750.00
Total	15.297.90	77,512.57	34,963.98	38,479.00	1,339.99	1,078.34	1,750.00
Grand total	48,195.34	235,341.45	174,435.80	106,303.00	31,723.27	113,291.59	23,552.50

Departments.	Public instruction.	Elections.	Census and Paris Exposition. *a*	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Headquarters Division of Cuba:							
Office of the auditor							$11,841.52
Signal Corps							20,968.35
Office of the treasurer						$10,250.00	55,299.50
Office of disbursing clerk	$70,540.30	$1,094.05	*a* $55.35		$2,408.06		111,832.04
Office of chief quartermaster	23,319.58						90,443.06
Office of chief ordnance							71.00
Office of superintendent charities and hospitals							23,587.08
Marine-Hospital Service				$26,258.00			26,258.00
Postal department							39,268.99
Chief engineer	5,150.00						137,732.64
Immigration station				6,484.87			22,218.10
Total	99,009.88	1,094.05	*a* 55.35	32,724.87	2,408.06	10,250.00	539,520.28
Captains of ports and custom-houses:	*Refunds.*						
Baracoa	10.00						3,020.00
Batabano							871.66
Caibarien							1,374.88
Cardenas							2,286.99
Cienfuegos							7,026.02
Gibara							1,563.66
Guantanamo							1,271.00
Habana	2,000.00						36,212.12
Manzanillo							1,851.00
Matanzas	1,000.00						3,718.19
Nuevitas							1,841.99
Sagua la Grande	265.95						1,349.94
Santa Cruz del Sur							201.00
Santiago	500.00						5,906.62
Trinidad							610.66
Tunas de Zaza							244.00
Revenue-Cutter Service							7,607.66
Collector for Cuba							8,741.53
Total	3,775.95						85,198.87
Department Matanzas and Santa Clara:							
Cardenas							76.96
Cienfuegos	150.00						9,325.63
Pasa Caballos							1,187.09
Colon							298.17
Matanzas							17,797.05
Placetas							146.32
Sancti Spiritus							152.36
Trinidad							1,000.00
Remedios							277.30

EXHIBIT P.—*Statement of allotment of funds for the month of November, 1900*—Cont'd.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public instruction.	Elections.	Census and Paris Exposition. *a*	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Department Matanzas, etc.—Continued.							
Jaguey Grande							$300.00
Rancho Veloz							196.62
Jovellanos							119.15
Total	$150.00						30,876.65
Department Habana and Pinar del Rio:							
Habana							591.08
Chief sanitary officer							24,656.23
Pinar del Rio							150.00
Quemados							20,400.56
Columbia Barracks							7,962.08
Isle of Pines							2,551.68
Total							56,311.53
Department Santiago and Puerto Principe:							
Baracoa	135.90						135.90
Ciego de Avila	50.00						5,000.00
Guantanamo							16,669.89
Holguin							9,588.50
Manzanillo							10,000.00
Nuevitas							2,865.28
Puerto Principe	1,200.00						35,412.11
San Luis							7,508.00
Santiago	300.00						73,564.00
Morro Castle							5,914.50
Santa Cruz del Sur							5,500.00
Total	1,685.90						172,107.68
Grand total	104,621.73	$1,094.05	$55.35	$32,742.87	$2,408.06	$10,250.00	884,015.01

RECAPITULATION.

Disbursement during month of November for October account, through military officers	$89,136.37
Disbursement during month of November for October account, through haciendas	80,238.12
Disbursement during month of November for November account, through military and haciendas	1,561,439.50
Grand total	1,730,813.99

EXHIBIT Q.—*Statement of allotment of funds for the month of December, 1900.*

DISBURSED THROUGH HACIENDAS.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Pinar del Rio:						
Pinar del Rio	$2.138.37	$3,809.55	$1,311.32	$364.81	$11,828.81	$7,020.77
Consolacion del Norte					589.00	
Consolacion del Sur					1,386.50	3,000.00
San Juan y Martinez					1,044.00	
San Luis					993.50	
Viñales					563.00	
Mantua					121.66	
San Cristobal					585.00	
Candelaria					508.00	
Palacios					287.00	
San Diego de los Baños					325.50	
Guanajay	471.33	537.74	802.07		1,358.50	
Artemisa					1,225.66	
Bahia Honda					179.64	
Cabañas					519.00	
Guayabal					300.22	
Mariel					600.50	
San Diego de Nuñez					178.00	
Total	2,609.70	4,347.29	2,113.39	364.81	22,593.49	10,020.77

Exhibit Q.—*Statement of allotment of funds for the month of December, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Habana:						
Habana	$37,883.23	$28,867.78	$10,356.58	$114,882.65	$59,360.71	$37,011.65
Marianao					1,700.00	
Bauta					1,202.00	
El Cano					705.00	
Guanabacoa					4,301.08	
Managua					355.00	
Regla					2,811.49	
Santa Maria del Rosario					583.00	
Jaruco					837.26	
La Salud					665.00	
Aguacate					716.00	
San Pablo de Bainoa					615.00	
Santa Cruz del Norte					574.16	
San Jose de las Lajas					1,126.00	
Tapaste					185.00	
San Antonio de los Baños					2,141.50	
Alquizar					775.00	
Ceiba del Agua					783.00	
Guira de Melena					2,325.50	
Vereda Nueva					550.00	
Bejucal					1,376.58	
Batabano					1,564.00	2,000.00
Quivican					586.50	
Santiago de las Vegas					2,117.50	
Isla de Pinos					605.50	
San Antonio de las Vegas					714.00	
San Felipe					873.00	
Guines					3,303.00	
La Catalina					863.50	
Madruga					1,038.01	
Melena del Sur					1,057.39	
Nueva Paz					1,490.90	
San Nicolas					1,814.00	1,731.62
Guara					649.60	
Total	37,883.23	28,867.78	10,356.58	114,882.65	99,865.18	40,743.27
Province of Matanzas:						
Matanzas	2,257.03	5,016.41	1.078.07	132.49	18,328.00	8,475.99
Guamacaro					817.50	
Santa Ana					707.00	
Cardenas		1,261.66	742.96		5,472.99	
Carlos Rojas					631.00	
Marti					1,102.50	
Maximo Gomez					860.00	
Jovellanos					980.00	
Alacranes					1,726.00	
Bolondron					1,431.00	
Cabezas					787.00	
Union de Reyes					1,660.16	
Sabanilla del Encomendador					527.00	
Colon					2,694.58	
Cuevitas					669.00	
Macagua					701.66	
Macuriges					1,485.00	
Manguito					1,567.80	
Perico					631.20	
San Jose de los Ramos					1,014.50	
Jaguey Grande					1,283.00	
Total	2,257.03	6,278.07	1,821.03	132.49	40,026.84	8,475.99
Province of Santa Clara:						
Santa Clara	3,356.40	5,499.53	1,259.50	364.82	12,266.62	8,403.38
Esperanza					760.25	
Calabazar de Sagua					1,400.00	
Ranchuelo					1,434.20	
San Diego del Valle					742.25	
Cienfuegos		1,030.79	1,019.00		7,278.87	
Palmira					1,494.90	
Cruces					1,721.00	
Rodas					5,612.00	
Santa Isabel de las Lajas					1,051.00	2,286.00
Cartagena					797.00	
San Fernando de Camarones					641.00	
Abreus					3,075.44	

EXHIBIT Q.—*Statement of allotment of funds for the month of December, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Department of state and government.	Department of justice.	Department of finance.	Department of agriculture.	Department of public instruction.	Department of public works.
Province of Santa Clara—Cont'd.						
Sagua la Grande					$5,202.34	
Santo Domingo					1,790.90	
Quemado de Guines					1,096.00	
Ceja de Pablo					1,187.30	
Rancho Veloz					1,610.50	
San Juan de las Yeras					973.20	
Remedios					3,070.82	
Caibarien					1,408.75	
Vueltas					815.14	
Placetas					1,251.50	$1,500.00
Camajuani					1,154.50	
Yaguajay					743.00	
Trinidad	$382.40				7,321.90	7,295.00
Sancti Spiritus					4,690.62	2,500.00
Total	8,738.80	$6,580.32	$2,278.50	$364.82	70,591.00	21,984.33
Province of Puerto Principe:						
Puerto Principe	1,119.94	3,793.66	1,208.82	339.82	12,598.48	12,363.33
Nuevitas					1,021.00	
Santa Cruz del Sur					1,148.00	
Moron					1,622.50	
Ciego de Avila					607.65	
Total	1,119.94	3,793.66	1,208.82	339.82	16,987.63	12,363.33
Province of Santiago de Cuba:						
Santiago de Cuba	1,963.32	6,446.02	6,710.78	1,270.22	11,751.08	563.33
San Luis					1,222.00	
Caney					1,052.00	
El Cobre					1,106.50	
Alto Songo					905.00	
Palma Soriano					937.50	
Guantanamo					3,181.25	
Sagua de Tanamo					823.95	
Manzanillo		466.64	791.65		6,208.33	
Campechuela					2,714.00	
Niquero					500.00	
Bayamo					1,760.30	
Jiguani					1,012.50	
Holguin		330.83	2,256.42		8,040.50	
Puerto Padre					992.10	
Gibara					7,427.00	
Mayari					611.75	
Baracoa					2,157.50	
Total	1,963.32	7,243.49	9,758.85	1,270.22	51,903.26	563.33
Grand total	49,572.02	57,060.56	27,581.67	117,354.81	301,967.40	94,151.02

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Pinar del Rio:					
Pinar del Rio	$713.60	$1,925.00			$29,112.23
Consolacion del Norte		500.00			1,089.00
Consolacion del Sur		1,045.00			5,431.50
San Juan y Martinez		720.00			1,764.00
San Luis		585.00			1,528.50
Viñales		945.00			1,508.00
Guane		800.00			800.00
Mantua		390.00			511.66
San Cristobal		800.00			1,385.00
Candelaria		425.00			933.00
Palacios		425.00			712.00
San Diego de los Baños		535.00			860.50
Guanajay	7,774.43	975.00			11,919.07
Artemisa		820.00			2,045.66
Bahia Honda		500.00			679.64
Cabañas		540.00			1,059.00
Guayabal		215.00			515.22
Mariel		425.00			1,025.50
San Diego de Nuñez					178.00
Total	8,488.03	12,520.00			63,057.48

EXHIBIT Q.—*Statement of allotment of funds for the month of December, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Habana:					
Habana	31,949.89	$4,568.47	$10,062.00	$14,426.50	$349,369.41
Marianao	690.00	995.00	457.49		3,842.49
Bauta		615.00			1,817.00
El Cano		390.00			1,095.00
Guanabacoa		1,250.00	922.66		6,478.74
Managua		615.00			970.00
Regla		1,000.00			3,311.49
Santa Maria del Rosario		70.00			658.00
Jaruco	471.35	540.00	310.00		2,158.61
La Salud		810.00			975.00
Aguacate		310.00			1,026.00
San Pablo de Bainoa		625.00			1,240.00
Santa Cruz del Norte		270.00			844.16
San Jose de las Lajas		355.00			1,481.00
Tapaste		190.00			375.00
San Antonio de los Baños	544.00	925.00	369.46		3,979.96
Alquizar	216.80	645.00			1,636.80
Ceiba del Agua		305.00			1,068.00
Guira de Melena		880.00			3,205.50
Vereda Nueva		170.00			720.00
Bejucal	279.00	670.00	413.20		2,738.78
Batabano		700.00			4,264.00
Quivican		840.00			926.50
Santiago de las Vegas	360.75	610.00			3,068.25
Isla de Pinos		910.00			1,515.50
San Antonio de las Vegas		810.00			1,024.00
San Felipe		810.00			1,183.00
Guines	1,248.90	1,345.00	495.82		6,392.22
La Catalina		400.00			1,263.50
Madruga		480.00			1,518.01
Melina del Sur		480.00			1,537.39
Nueva Paz	283.40	920.00			2,694.30
San Nicolas		690.00			4,235.62
Guara		810.00			959.60
Total	36,044.09	23,508.47	13,030.18	14,426.50	419,602.83
Province of Matanzas:					
Matanzas	6,281.85	5,679.10	2,030.95		44,279.89
Guamacaro		340.00			1,157.50
Santa Ana		190.00			397.00
Cardenas	2,067.88	1,990.00	866.32		12,401.81
Carlos Rojas		235.00			836.00
Marti		400.00			1,502.50
Maximo Gomez		235.00			1,145.00
Jovellanos	344.40	470.00			1,794.40
Alacranes		320.00	759.78		2,805.73
Bolondron		620.00			2,051.00
Cabezas		320.00			1,057.00
Union de Reyes		160.00			1,320.16
Sabanilla del Encomendador		395.00			922.00
Colon	1,357.00	985.00	438.66		5,425.19
Cuevitas		165.00			834.00
Macagua		340.00			1,041.66
Macuriges		320.00			2,305.00
Manguito		400.00			1,967.80
Perico		160.00			791.20
San Jose de los Ramos		340.00			1,354.50
Jaguey Grande		410.00			1,693.00
Total	10,051.13	14,974.10	4,095.66		88,112.34
Province of Santa Clara:					
Santa Clara	2,480.43	1,120.00	3,399.64		38,150.27
Esperanza		300.00			1,060.25
Calabazar de Sagua		460.00			1,860.00
Ranchuelo		300.00			1,734.20
San Diego del Valle		60.00			802.25
Cienfuegos	6,207.41	3,425.00	1,587.25		20,548.32
Palmira		220.00			1,714.90
Cruces		325.00			2,046.00
Rodas		230.00			5,842.00
Santa Isabel de las Lajas		230.00			3,567.00
Cartagena		240.00			1,037.00
San Fernando de Camarones		260.00			901.00
Abreus		385.00			3,460.44
Sagua la Grande	2,044.73	905.00			8,152.07
Santo Domingo		230.00			2,020.90
Quemado de Guines		230.00			1,376.00

Exhibit Q.—*Statement of allotment of funds for the month of December, 1900*—Continued.

DISBURSED THROUGH HACIENDAS—Continued.

Province and town.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Santa Clara—Cont'd.					
Ceja de Pablo		$160.00			$1,347.30
Rancho Veloz		160.00			1,770.50
San Juan de las Yeras		130.00			1,103.20
Remedios	$1,454.30	690.00			5,215.12
Caibarien		250.00			1,658.75
Vueltas		280.00			1,095.14
Placetas		260.00			3,011.50
Camajuani		355.00			1,509.50
Yaguajay	250.00	260.00			1,258.00
Trinidad	6,464.90	630.00	$301.40		22,013.20
Sancti Spiritus		985.00	427.66		8,935.68
Total	18,901.77	13,080.00	5,715.95		143,185.49
Province of Puerto Principe:					
Puerto Principe	5,073.20	4,205.00	1,189.66		41,881.41
Nuevitas		510.00			1,531.00
Santa Cruz del Sur		195.00			1,338.00
Moron		160.00			1,782.50
Ciego de Avila	354.60	335.00			1,297.25
Total	5,427.80	5,405.00	1,189.66		47,830.16
Province of Santiago de Cuba:					
Santiago de Cuba	10,147.92	5,807.00	3,219.71		47,879.38
San Luis		120.00			1,342.00
Victoria de las Tunas	200.00				200.00
Caney		120.00			1,172.00
El Cobre		30.00			1,136.50
Alto Songo		60.00			965.00
Palma Soriano		60.00			997.50
Guantanamo	1,377.08	570.00			5,128.33
Sagua de Tanamo		60.00			383.95
Manzanillo	1,417.70	765.00	588.50		10,237.82
Campechuela	298.00	155.00			3,167.00
Niquero		60.00			560.00
Bayamo	221.80	150.00			2,132.10
Jiguani		90.00			1,102.50
Holguin	433.10	490.00	401.00		11,951.85
Puerto Padre	400.00	160.00			1,552.10
Gibara		270.00			7,697.00
Mayari		125.00			736.75
Baracoa		160.00			2,317.50
Total	14,495.60	9,252.00	4,209.21		100,659.28
Grand total	93,408.42	78,734.57	28,240.61	$14,426.50	862,447.58

DISBURSED THROUGH MILITARY DISBURSING OFFICERS.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.
Headquarters division of Cuba:						*a Postal service.*
Office of the auditor			$11,684.51			
Signal Corps	$156.00		18,246.27			
Office of the treasurer }			10,095.33			
Office of disbursing clerk }		$495.88	29,344.02	$343.00	$225.00	
Office of chief quartermaste.	7,417.42	631.83	2,521.77	14,396.77		$1,169.25
Office of chief ordnance	607.20					
Office of superintendent charities and hospitals					17,802.76	
Postal department						*a* 40,140.93
Chief engineer		117,569.56	75.00	19,715.00	409.37	
Total	8,180.62	118,697.27	71,966.90	34,454.77	18,437.13	41,310.18

EXHIBIT Q.—*Statement of allotment of funds for the month of December, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.
Captains of ports and custom-houses:				*Captains ports.*		*Expenses.*
Baracoa				$300.00		$475.00
Batabano				1.50		823.66
Caibarien				495.75		1,102.72
Cardenas				175.00		1,894.42
Cienfuegos				1,001.90		5,982.95
Gibara				92.00		1,468.66
Guantanamo				83.33		1,194.83
Habana				3,991.00		31,898.12
Manzanillo				70.00		1,210.00
Matanzas				351.00		2,584.89
Nuevitas				100.00		2,078.14
Sagua la Grande				65.00		1,114.09
Santa Cruz del Sur						160.00
Santiago				180.00		4,838.28
Trinidad				47.00		791.76
Collector for Cuba						8,741.53
Revenue-Cutter Service						7,607.66
Total				6,993.48		78,416.71
Department of Matanzas and Santa Clara:						
Cienfuegos	$258.00	$9,073.25	$28,370.83		$62.69	
Pasa Caballos	2,218.64					
Colon			95.00			
Matanzas	2,248.25	10,855.81	3,045.06			
Santa Clara						
Trinidad		2,775.53				
Total	4,724.89	22,704.59	31,510.88		62.69	
Department of Habana and Pinar del Rio:						
Habana	2,665.09					
Chief sanitary officer		18,940.00			4,341.00	
Quemados	1,263.65	2,292.90	6,239.82	1,521.90		
Columbia Barracks	15,409.14		200.00			
Isle of Pines				1,083.50		
Total	19,337.88	21,232.90	6,439.82	2,605.40	4,341.00	
Department of Santiago and Puerto Principe:						
Baracoa	174.00	2,445.20	2,234.85			
Ciego de Avila	300.00	275.00	2,547.56	1,877.44		
Guantanamo	1,168.00	11,860.00	2,139.48			
Holguin	2,419.70	750.00	5,390.00			
Manzanillo	1,375.00	1,897.94	3,345.40	4,417.55	35.00	
Nuevitas	750.00	1,224.50	525.50		262.80	
Puerto Principe	6,188.25	14,602.00	8,844.86			
San Luis	341.70	300.00	4,625.00	2,238.30		
Santiago Morro Castle	15,373.00	44,570.28	6,608.86	30,808.78	333.25	
Total	28,089.65	77,824.92	36,261.46	39,337.07	631.05	
Grand total	60,333.04	240,459.68	146,179.06	83,390.72	23,471.87	114,726.89

Departments.	Public buildings.	Public instruction.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Headquarters division of Cuba:						
Office of the auditor						$11,684.51
Signal Corps						18,402.27
Office of the treasurer					$10,885.00	20,480.83
Office of disbursing clerk	$360.00	$10,860.96				41,628.86
Office of chief quartermaster		31,477.75				57,614.79
Office of chief ordnance						607.20
Office of superintendent charities and hospitals						17,802.76
Marine-Hospital Service			$20,969.00			20,969.00

EXHIBIT Q.—*Statement of allotment of funds for the month of December, 1900*—Continued.

DISBURSED THROUGH MILITARY DISBURSING OFFICERS—Continued.

Departments.	Public buildings.	Public instruction.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Headquarters division of Cuba—Continued.						
Postal department						$40,140.93
Chief engineer	$*a* 32,263.77			$136.50		170,169.20
Immigration station			$10,849.44			10,849.44
Total	32,623.77	$42,338.71	31,818.44	136.50	$10,385.00	410,349.29
Captains of ports and custom-houses:		*Refunds.*				
Baracoa						775.00
Batabano						865.16
Caibarien		60.38				1,656.85
Cardenas						2,069.42
Cienfuegos		1,000.00				7,984.85
Gibara						1,560.66
Guantanamo						1,278.16
Habana						35,889.12
Manzanillo						1,280.00
Matanzas		200.00				3,085.89
Nuevitas						2,178.14
Sagua la Grande		157.44				1,336.53
Santa Cruz del Sur						160.00
Santiago		500.00				5,518.28
Trinidad						838.76
Collector for Cuba						8,741.58
Revenue-Cutter Service						7,607.66
Total		1,917.82				82,828.01
Department of Matanzas and Santa Clara:						
Cienfuegos				156.55		37,921.32
Pasa Caballos						2,218.64
Colon		1,000.00				1,095.00
Matanzas						16,149.11
Santa Clara	3,000.00	2,000.00				5,000.00
Trinidad				234.37		3,009.90
Total	3,000.00	3,000.00		390.92		65,393.97
Department of Habana and Pinar del Rio:						
Habana						2,665.09
Chief sanitary officer						23,281.00
Quemados						11,318.27
Columbia Barracks						15,609.14
Isle of Pines						1,083.50
Total						53,957.00
Department of Santiago and Puerto Principe:						
Baracoa						4,854.05
Ciego de Avila						5,000.00
Guantanamo						15,167.43
Holguin		26.05				8,585.75
Manzanillo						10,970.89
Neuvitas						2,762.80
Puerto Principe						29,635.11
San Luis						7,500.00
Santiago Morro Castle	60.00					97,754.17
Total	60.00	26.05				182,230.20
Grand total	*a* 35,683.77	47,282.58	31,818.44	527.42	10,385.00	794,258.47

a Jails $9,708.82.

Exhibit R.—*Recapitulation allotment of funds disbursed through haciendas, July 1 to December 31, 1900.*

Months.	State and government.	Justice.	Finance.	Agriculture.	Public instruction.	Public works.
Province of Pinar del Rio:						
July	$1,015.00	$5,008.66	$1,779.58	$364.81	$12,470.48	$31,058.33
August	4,291.91	8,282.96	8,143.96	729.66	24,033.21	9,574.40
September	1,771.30	5,062.16	2,580.95	364.82	26,287.15	12,020.26
October	5,888.83	4,790.63	1,702.39	364.82	17,882.08	16,079.99
November	1,551.11	6,109.48	2,116.30	364.82	16,638.25	10,408.33
December	2,609.70	4,347.29	2,113.39	364.81	22,593.49	10,020.77
Total	17,127.85	33,621.18	13,886.57	2,553.74	119,904.61	89,162.08
Province of Habana:						
July	4,309.99	16,060.96	3,304.99	4,569.79	104,733.17	26,701.65
August	22,877.13	36,752.88	18,783.31	9,744.80	109,004.65	41,223.00
September	13,373.63	35,124.18	12,651.37	5,062.72	158,375.28	41,301.47
October	17,888.46	32,973.88	9,857.20	9,578.13	79,960.21	21,996.68
November	35,350.95	29,385.07	11,182.81	4,839.29	102,588.18	32,101.65
December	37,883.23	28,867.73	10,356.58	114,882.65	99,865.18	40,743.27
Total	131,583.39	179,164.70	65,386.26	148,672.38	649,526.67	204,067.72
Province of Matanzas:						
July	1,393.33	5,875.00	2,232.55	182.50	25,581.25	10,277.38
August	4,534.83	7,558.79	6,426.06	182.50	42,475.08	6,086.33
September	2,875.66	14,342.12	3,659.30	264.96	69,619.36	7,027.33
October	5,599.33	6,488.81	1,758.29	182.49	39,741.59	7,527.33
November	1,671.55	8,714.89	1,809.91	182.49	47,730.38	5,027.33
December	2,257.08	6,278.07	1,821.08	182.49	40,026.84	8,475.99
Total	18,331.23	49,252.68	17,707.14	927.43	265,174.45	44,421.69
Province of Santa Clara:						
July	731.59	3,275.45	1,832.18	....	32,950.58	32,525.58
August	7,120.99	9,622.12	3,309.27	646.31	37,431.34	24,914.08
September	3,745.86	15,902.68	5,112.27	729.64	101,284.17	10,528.33
October	8,977.83	5,806.14	1,247.00	364.82	29,865.05	9,003.33
November	2,130.85	9,833.57	3,192.21	300.83	74,276.68	9,808.33
December	3,738.80	6,530.32	2,278.50	364.82	70,591.00	21,984.33
Total	26,445.42	50,970.28	16,971.43	2,406.42	346,398.77	108,758.96
Province of Puerto Principe:						
July	1,112.50	3,794.32	1,219.95	339.83	11,796.82	7,088.3
August	3,217.01	3,806.83	1,119.32	339.82	13,266.02	2,213.3
September	2,663.13	3,770.14	1,811.64	679.64	31,527.62	9,013.3
October	3,152.44	3,924.49	903.32	339.82	16,080.21	6,327.08
November	1,284.44	3,924.49	903.32	339.82	21,043.80	9,513.33
December	1,119.94	3,793.66	1,203.32	339.82	16,987.63	12,363.33
Total	12,549.46	23,013.93	7,160.87	2,378.75	110,702.10	46,468.73
Province of Santiago:						
July	1,963.32	7,869.13	2,981.51	1,550.87	23,613.45	8,563.33
August	5,612.27	6,017.32	2,861.63	1,334.23	34,857.69	7,513.33
September	5,264.64	14,068.79	7,063.60	3,090.14	84,400.90	15,100.33
October	11,849.12	6,527.64	2,978.30	2,267.57	22,128.32	2,727.84
November	2,273.07	13,114.65	2,919.62	1,502.57	79,242.09	2,513.33
December	1,963.32	7,243.49	9,758.85	1,270.22	51,903.26	563.33
Total	28,925.74	54,841.02	28,563.51	11,015.60	296,145.71	36,981.49
Grand total	234,963.09	395,863.79	149,675.78	167,954.32	1,787,852.31	529,860.69

EXHIBIT R.—*Recapitulation allotment of funds disbursed through haciendas, July 1 to December 31, 1900*—Continued.

Months.	Charities and hospitals.	Police.	Jails.	Light-houses.	Total.
Province of Pinar del Rio:					
July	$1,251.00	$12,875.00	$2,254.51	....	$68,077.37
August	1,886.00	19,235.00	2,146.77	....	78,823.87
September	1,876.00	19,390.00	2,465.05	....	71,787.69
October	11,806.25	12,875.00	1,582.39	....	72,922.33
November	10,394.12	12,875.00	1,582.39	....	61,989.80
December	8,488.03	12,520.00	....	....	63,057.48
Total	35,701.40	89,770.00	9,931.11	....	411,158.54
Province of Habana:					
July	....	17,858.33	3,034.91	....	180,368.79
August	58,287.06	22,958.47	21,929.62	$22,724.70	364,285.62
September	68,446.39	46,131.94	20,625.19	6,162.83	402,149.00
October	40,279.49	22,968.47	13,988.56	5,739.68	255,225.76
November	74,857.84	28,506.61	14,966.13	6,499.07	335,227.10
December	36,044.09	28,508.47	13,080.13	14,426.50	419,602.83
Total	277,908.37	156,922.29	87,574.54	55,552.78	1,956,859.10
Province of Matanzas:					
July	6,482.83	16,565.00	3,398.95	....	71,933.24
August	14,986.65	23,774.00	4,519.23	....	110,487.97
September	16,941.40	26,676.00	7,916.67	....	149,322.80
October	4,404.80	16,565.00	8,872.04	....	86,089.68
November	21,584.12	16,565.00	8,892.04	....	107,127.71
December	10,051.18	14,974.10	4,095.66	....	88,112.34
Total	74,450.43	115,119.10	27,689.59	....	613,078.74
Province of Santa Clara:					
July	15,667.50	6,260.49	1,388.28	....	94,631.65
August	15,917.50	26,160.00	8,987.99	....	134,059.60
September	35,383.33	26,160.00	14,469.99	....	213,316.27
October	....	6,390.00	3,402.07	....	65,056.24
November	32,318.68	19,880.00	7,840.43	....	159,576.08
December	18,901.77	13,080.00	5,715.95	....	143,185.49
Total	118,188.78	97,980.49	41,754.71	....	809,825.28
Less balance on hand month of August, not possible tc locate	....	7,788.76	....	....	7,788.76
		90,191.73			802,036.52
Province of Puerto Principe:					
July	2,400.00	5,405.00	540.41	....	33,647.16
August	2,400.00	5,405.00	4,545.00	....	36,312.83
September	5,661.30	10,810.00	2,909.76	....	73,837.56
October	502.54	4,910.00	1,027.67	....	37,167.57
November	7,556.52	5,900.00	1,708.84	....	52,174.06
December	5,427.80	5,405.00	1,189.66	....	47,830.16
Total	23,948.16	37,835.00	11,911.84	....	280,968.84
Province of Santiago:					
July	7,787.00	9,842.00	2,058.25	....	65,723.86
August	7,787.00	9,842.00	1,255.00	....	76,580.47
September	22,137.88	19,504.00	8,288.62	....	178,918.90
October	18,168.78	9,842.00	3,441.40	....	79,430.97
November	16,803.14	9,842.00	2,998.81	....	130,704.28
December	14,495.60	9,252.00	4,209.21	....	100,659.28
Total	87,179 40	66,124.00	22,241.29	....	632,017.76
Grand total	617,376.54	555,962.12	201,103.08	55,552.78	4,696,164.50

EXHIBIT 8.—*Recapitulation allotment of funds disbursed through military disbursing officers, July 1 to December 31, 1900.*

Month.	Barracks and quarters.	Sanitation.	Rural guard and administration.	Public works, ports, and harbors.	Charities and hospitals.	Miscellaneous.	Public buildings.
Headquarters Division of Cuba:						*Postal service.*	
July	$3,583.74	$248,845.58	$82,298.58	$24,393.60	$58,844.76	$111,744.12	$54,207.90
August	8,710.38	127,325.77	85,172.03	24,553.82	47,800.21	46,452.32	9,922.01
September	9,078.68	142,390.00	76,281.78	17,499.08	45,232.40	56,031.86	40,600.25
October	178.50	133,968.80	68,760.42	12,427.50	26,369.15	39,830.10	24,246.05
November	13,148.17	109,667.00	130,533.63	53,442.09	26,372.72	39,796.46	21,000.00
December	8,180.62	118,697.27	71,966.90	34,454.77	18,437.18	41,310.18	32,623.77
Total	42,880.04	880,894.42	515,008.29	166,770.81	217,556.37	335,165.04	182,599.98
Captains of ports and custom-houses:				*Captains of ports.*		*Expenses.*	
July				5,954.47		91,936.01	900.00
August				7,025.54		81,314.85	5,784.12
September				5,758.23		149,380.68	1,818.00
October				6,282.16		80,288.22	625.00
November				8,508.63		72,416.79	502.50
December				6,998.48		73,416.71	
Total				40,517.51		498,753.21	9,579.62
Department of Matanzas and Santa Clara:							
July	2,855.25	26,538.83	45,269.75	950.00	24,928.63		7,181.39
August	8,011.87	47,151.97	32,981.67	545.00	29,182.44	50.00	6,172.12
September	18,076.51	16,899.44	992.00		1,525.68		
October	4,344.48	22,927.83	30,697.98	300.00	396.82		
November	8,952.21	19,349.65	1,114.23		1,010.56		300.00
December	4,724.89	22,704.59	31,510.88		62.69		3,000.00
Total	46,965.21	155,571.81	142,566.46	1,795.00	57,106.77	50.00	16,603.51
Department of Habana and Pinar del Rio:							
July	16,218.04	14,452.40	8,704.04	6,100.00	2,749.00		250.00
August	18,785.51	20,058.68	8,923.10	9,793.29	418.11		676.91
September	17,400.99	24,840.74	7,613.36	7,685.25	5,738.70		
October	18,275.22	23,920.13	8,692.41	17,587.05	314.19		203.18
November	10,797.06	28,812.23	7,823.96	5,878.28	3,000.00		
December	19,337.88	21,232.90	6,439.82	2,605.40	4,341.00		
Total	100,814.70	183,317.08	48,196.69	49,649.27	16,556.00		1,130.09
Department of Santiago and Puerto Principe:							
July	27,410.45	53,652.80	44,889.21	37,421.28	21,110.56		983.86
August	24,276.55	60,384.27	45,574.86	57,547.71	14,065.99	447.64	175.00
September	12,667.50	51,546.44	37,030.74	54,274.87	16,175.67	2,000.00	887.50
October	10,446.15	56,166.78	37,859.22	23,969.20	26,860.96		420.00
November	15,297.90	77,512.57	34,963.98	38,479.00	1,339.99	1,078.34	1,750.00
December	28,089.65	77,824.92	36,261.46	39,337.07	631.05		60.00
Total	118,118.20	377,087.78	236,579.47	251,029.13	80,184.22	3,525.98	4,225.86
Grand total	308,848.15	1,546,871.09	942,350.91	509,761.72	371,403.36	837,494.23	214,139.06

EXHIBIT S.—*Recapitulation allotment of funds disbursed through military disbursing officers, July 1 to December 31, 1900*—Continued.

Month.	Public instruction.	Elections.	Census and Paris Exposition.	Quarantine.	Municipalities.	Bills of lading and transportation.	Total.
Headquarters Division of Cuba:							
July	$208,241.09		$2,000.00	$10,000.00		$10,250.00	$308,904.37
August	68,312.80	$1,037.00		34,247.49	$10,332.14	25,550.00	489,415.97
September	130,515.22	60.00	35,000.00	42,985.89		34,000.00	629,675.01
October	62,779.48		14,000.00	17,593.87		10,250.00	410,403.87
November	99,009.88	1,094.05	55.85	32,742.87	2,408.06	10,250.00	539,520.28
December	42,338.71			31,818.44	136.50	10,385.00	410,849.29
Total	611,197.18	2,191.05	51,055.85	169,388.56	12,876.70	100,685.00	3,288,268.79
Captains of ports and custom-houses:	*Refunds.*						
July	15,050.00						113,340.48
August	4,723.90						48,798.41
September	4,157.87						161,114.73
October	3,290.20						90,485.58
November	3,775.95						85,198.87
December	1,917.82						82,828.01
Total	32,915.74						581,766.08
Department of Matanzas and Santa Clara:							
July					4,258.54		111,932.39
August	826.00						124,921.07
September	340.00						37,833.58
October	703.00						59,369.56
November	150.00						30,876.65
December	3,000.00				390.92		65,393.97
Total	5,019.00				4,649.46		430,327.22
Department of Habana and Pinar del Rio:							
July							43,473.48
August							58,650.60
September							63,279.04
October							68,992.18
November							56,311.53
December							58,957.00
Total							349,663.83
Department of Santiago and Puerto Principe:							
July	75.00						185,492.66
August	843.55			803.00			204,118.57
September	1,075.00						175,657.72
October	919.47						156,641.78
November	1,685.90						172,107.68
December	26.05						182,230.20
Total	4,624.97			803.00			1,076,248.61
Grand total	653,756.89	2,191.05	51,055.85	170,191.56	17,526.16	100,685.00	5,726,274.53
Settlement warrant issued to Capt. W. Y. Stamper							.16
Total							5,726,274.69

Public works, ports, and harbors:	
Captains of ports	$40,517.51
Miscellaneous:	
Postal service	332,856.00
Custom-houses	498,753.21
Miscellaneous	5,885.02
Public buildings:	
Custom-houses	9,579.62
Jails	66,763.06
Public buildings	187,796.88
Public instruction:	
Custom-houses	32,915.74
Census	46,055.85
Paris Exposition	5 000

Exhibit T.—*Recapitulation by months, disbursements of funds as per appropriations, from July 1 to December 31, 1900.*

Appropriations.	July.	August.	September.	October.
Agriculture	$6,957.80	$12,927.32	$10,191.92	$18,042.65
Barracks and quarters	50,067.48	59,784.31	57,223.63	38,244.35
Bills of lading and transportation	10,250.00	25,550.00	34,000.00	10,250.00
Captains of ports	5,954.47	7,025.54	5,758.23	6,282.16
Custom-houses	107,886.01	41,772.87	155,856.50	84,208.42
Charities and hospitals	135,720.78	192,725.96	219,112.70	129,102.98
Census			82,000.00	14,000.00
Elections:				
Constitutional convention				34,010.25
Municipal		26,180.71	736.55	398.23
Finance	18,150.76	35,643.55	32,829.13	18,446.50
Jails	22,786.90	50,182.64	92,585.32	31,438.71
Justice	41,883.52	72,035.90	98,290.07	60,511.59
Light-houses		22,724.70	6,162.88	5,739.68
Miscellaneous	300.00	657.46	2,152.50	
Municipalities	4,258.54	10,332.14		
Paris Exposition	2,000.00		3,000.00	
Police	68,300.82	99,135.71	148,671.94	78,050.47
Postal service	111,444.12	46,292.50	55,879.36	39,890.10
Public buildings	52,401.06	10,097.01	5,568.71	20,699.65
Public instruction:				
Normal, state schools, university, etc	13,088.34	80,519.49	59,915.31	32,245.77
Municipal schools	198,107.41	180,548.45	406,579.17	178,411.64
Furniture and supplies	208,316.09	69,982.35	131,930.22	64,401.95
Public works	185,029.48	183,964.34	174,450.20	117,946.00
Quarantine	10,000.00	35,050.49	42,985.89	17,598.87
Rural guard and administration	181,156.58	172,651.66	121,917.83	146,009.98
Sanitation	343,489.61	254,920.69	285,676.62	236,988.04
State and government	10,525.78	22,509.98	28,917.67	18,947.53
Total	1,788,025.45	1,718,215.72	2,156,892.30	1,381,785.52

Appropriations.	November.	December.	Total.
Agriculture	$7,479.82	$117,354.81	$167,954.82
Barracks and quarters	48,195.34	60,333.04	308,848.15
Bills of lading and transportation	10,250.00	10,885.00	100,685.00
Captains of ports	8,508.63	6,998.48	40,517.51
Custom-houses	76,695.24	75,334.53	541,248.57
Charities and hospitals	196,237.19	116,880.29	988,779.90
Census	55.35		46,055.35
Elections:			
Constitutional convention	5,377.00	3,266.80	42,654.05
Municipal	42.00	1,262.40	28,619.89
Finance	22,074.17	27,531.67	149,675.78
Jails	32,933.14	37,944.43	267,866.14
Justice	71,082.15	57,060.56	395,863.79
Light-houses	6,499.07	14,426.50	55,552.78
Miscellaneous	1,605.81	1,169.25	5,885.02
Municipalities	2,408.06	527.42	17,526.16
Paris Exposition			5,000.00
Police	88,068.61	78,734.57	555,962.12
Postal service	39,268.99	40,140.93	332,856.00
Public buildings	23,050.00	25,979.95	137,796.38
Public instruction:			
Normal, state schools, university, etc	47,982.97	44,904.64	278,606.52
Municipal schools	293,536.36	257,062.76	1,509,245.79
Furniture and supplies	100,845.78	45,364.76	620,841.15
Public works	167,166.67	170,548.26	999,104.90
Quarantine	32,742.87	31,818.44	170,191.56
Rural guard and administration	174,435.80	146,179.06	942,350.91
Sanitation	235,341.45	240,459.68	1,546,871.09
State and government	39,936.52	45,042.82	165,880.20
Total	1,730,818.99	1,656,706.05	10,422,439.03
In addition settlement warrant was issued to Capt. W. Y. Stamper month of July			.16
Grand total			10,422,439.19

EXHIBIT U.—*Statement showing amounts collected and expended at the sixteen custom-houses in the island of Cuba from July 1 to December 31, 1900.*

Baracoa:	
Receipts	$9,678.94
Expenditures	5,258.00
Batabano:	
Receipts	1,075.07
Expenditures	2,263.46
Caibarien:	
Receipts	104,052.84
Expenditures	9,125.49
Cardenas:	
Receipts	141,568.75
Expenditures	14,545.62
Cienfuegos:	
Receipts	609,790.72
Expenditures	51,121.08
Gibara:	
Receipts	158,589.65
Expenditures	9,184.74
Guantanamo:	
Receipts	70,295.07
Expenditures	7,696.15
Habana:	
Receipts	5,923,176.94
Expenditures	245,789.38
Manzanillo:	
Receipts	98,850.98
Expenditures	12,854.00
Matanzas:	
Receipts	$215,895.95
Expenditures	18,272.61
Nuevitas:	
Receipts	95,834.88
Expenditures	12,239.41
Sagua la Grande:	
Receipts	95,478.26
Expenditures	9,071.50
Santa Cruz del Sur:	
Receipts	1,901.13
Expenditures	1,616.00
Santiago:	
Receipts	483,812.82
Expenditures	41,591.89
Trinidad:	
Receipts	7,111.65
Expenditures	9,643.56
Tunas de Zaza:	
Receipts	3,547.15
Expenditures	1,190.00
Revenue-cutter service:	
Expenditures	69,103.68
Collector for Cuba:	
Expenditures	61,804.61

EXHIBIT V.—*Grand recapitulation of amounts collected and expended at the sixteen custom-houses in the island of Cuba from January 1 to December 31, 1900.*

Baracoa:	
Receipts	$27,707.81
Expenditures	6,588.00
Batabano:	
Receipts	3,189.92
Expenditures	3,486.68
Caibarien:	
Receipts	201,598.53
Expenditures	17,649.05
Cardenas:	
Receipts	301,463.73
Expenditures	25,095.47
Cienfuegos:	
Receipts	1,168,473.54
Expenditures	99,958.00
Gibara:	
Receipts	237,716.81
Expenditures	23,400.14
Guantanamo:	
Receipts	127,543.87
Expenditures	14,956.27
Habana:	
Receipts	12,068,399.05
Expenditures	482,448.50
Manzanillo:	
Receipts	175,741.05
Expenditures	18,790.48
Matanzas:	
Receipts	$456,923.30
Expenditures	35,751.93
Nuevitas:	
Receipts	180,363.69
Expenditures	21,301.24
Sagua la Grande:	
Receipts	204,617.53
Expenditures	16,874.40
Santa Cruz del Sur:	
Receipts	4,547.38
Expenditures	2,442.50
Santiago:	
Receipts	951,914.82
Expenditures	74,714.09
Trinidad:	
Receipts	22,128.00
Expenditures	12,693.86
Tunas de Zaza:	
Receipts	4,244.25
Expenditures	2,441.00
Revenue-cutter service:	
Expenditures	100,087.02
Collector for Cuba:	
Expenditures	122,278.30

EXHIBIT W.—*Grand recapitulation by months, disbursements of funds, as per appropriations, from January 1 to December 31, 1900.*

Appropriations.	January.	February.	March.	April.
Agriculture	$9,123.28	$8,159.66	$7,611.10	$7,558.49
Barracks and quarters	51,573.21	166,400.04	352,584.80	52,870.17
Bills of lading and transportation		30,000.00	15,000.00	15,000.00
Captains of ports	480.00	5,017.09	4,494.14	7,926.00
Custom-houses	71,708.11	101,282.08	107,522.15	84,758.83
Charities and hospitals	95,946.39	205,662.18	187,118.27	138,065.99
Census		15,000.00	7,083.56	25,000.00
Finance	29,522.04	26,016.68	24,568.90	22,810.43
Jails	70,585.28	22,390.04	33,750.28	56,231.44
Justice	69,941.21	57,386.87	52,887.51	48,522.47
Light-houses	10,539.14	17,854.35	7,079.58	14,316.58
Miscellaneous		2,000.80		
Municipalities	8,000.00	18,118.21	4,699.69	6,035.00
Paris Exposition		14,729.85		
Police	115,341.89	88,872.63	78,848.72	64,843.66
Postal service	94,958.88		49,011.95	47,467.30
Public buildings	3,738.68	15,000.00	22,200.00	8,239.52
Public instruction:				
Normal, state schools, university, etc	15,356.92	37,622.18	48,127.46	58,897.73
Municipal schools	53,708.79	258,000.43	180,879.08	332,650.10
Furniture and supplies	21,625.75	19,669.04	100,200.00	1,110.00
Public works	128,485.55	215,274.87	181,260.68	124,721.94
Quarantine		40,000.00		20,300.00
Rural guard and administration	103,857.17	189,173.07	186,429.76	158,392.24
Sanitation	271,688.35	372,042.50	471,940.22	106,205.33
State and government	21,352.93	18,896.64	22,128.79	15,026.74
Total	1,247,533.57	1,879,569.16	2,095,826.54	1,411,949.96

Appropriations.	May.	June.	July.	August.
Agriculture	$6,274.84	$1,282.14	$6,957.80	$12,927.32
Barracks and quarters	29,722.88	44,905.52	50,067.48	59,784.31
Bills of lading and transportation		15,000.00	10,250.00	25,550.00
Captains of ports	1,000.00	5,147.93	5,954.47	7,025.54
Custom-houses	22,094.47	87,760.02	107,886.10	41,772.87
Charities and hospitals	91,620.57	100,503.83	135,720.78	192,725.96
Census	25,000.00			
Elections, municipal		10,000.00		26,180.71
Finance	14,814.08	18,462.34	13,150.76	35,643.55
Jails	24,085.62	15,742.68	22,786.90	50,182.64
Justice	37,499.74	39,186.42	41,883.52	72,035.90
Light-houses		15,244.59		22,724.70
Miscellaneous			800.00	657.46
Municipalities	625.00	3,892.00	4,258.54	10,332.14
Paris Exposition			2,000.00	
Police	35,297.00	48,911.59	68,300.82	99,135.71
Postal service	8,920.12	37,855.82	111,444.12	46,292.50
Public buildings		5,000.00	52,401.06	10,097.01
Public instruction:				
Normal, state schools, university, etc	32,408.18	36,628.44	18,038.34	80,519.49
Municipal schools	114,731.69	241,689.29	198,107.41	180,548.45
Furniture and supplies	3,728.65	48,733.12	208,816.09	69,982.35
Public works	55,562.10	190,846.08	185,029.48	183,964.34
Quarantine	29.737.00	15,000.00	10,000.00	35,050.49
Rural guard and administration	46,485.10	168,136.78	181,156.58	172,651.66
Sanitation	155,931.11	94,224.90	343,489.61	354,920.69
State and government	10,630.91	13,580.22	10,525.73	22,509.93
Total	746,169.06	1,257,733.66	1,783,025.45	1,713,215.72

Exhibit W.—*Grand recapitulation by months, disbursements of funds, as per appropriations, from January 1 to December 31, 1900*—Continued.

Appropriations	September.	October.	November.	December.	Total.
Agriculture	$10,191.92	$13,042.65	$7,479.82	$117,354.81	$207,963.83
Barracks and quarters	57,223.63	38,244.35	48,195.34	60,333.04	946.854.77
Bills of lading and transportation	34,000.00	10,250.00	10,250.00	10,385.00	175,685.00
Captains of ports	5,758.23	6,282.16	8,503.63	6,993.48	64,582.67
Custom-houses	155,356.50	84,203.42	76,695.24	75,334.53	1,016,374.23
Charities and hospitals	219,112.70	129,102.98	195,237.19	116,880.29	1,757,697.08
Census	32,000.00	14,000.00	55.35	....	118,088.91
Elections:					
Constitutional convention	....	34,010.25	5,377.00	3,266.80	42,654.05
Municipal	736.55	398.23	42.00	1,262.40	38,619.89
Finance	32,829.13	18,446.50	22,074.17	27,531.67	285,870.25
Jails	92,585.32	31,433.71	32,933.14	37,944.43	490,651.48
Justice	93,290.07	60,511.59	71,082.15	57,060.56	701,288.01
Light-houses	6,162.83	5,739.68	6,499.07	14,426.50	120,586.97
Miscellaneous	2,152.50	....	1,605.81	1,169.25	7,885.82
Municipalities	....	....	2,408.06	527.42	58,896.06
Paris Exposition	3,000.00	....	....	....	19,729.85
Police	148,671.94	73,050.47	88,068.61	78,734.57	988,077.61
Postal service	55,879.36	39,830.10	39,268.99	40,140.93	571,070.07
Public buildings	5,568.71	20,699.65	23,050.00	25,979.95	191,974.58
Public instruction:					
Normal, state schools, university, etc	59,915.31	32,245.77	47,982.97	44,904.64	507,647.43
Municipal schools	406,579.17	173,411.64	293,536.36	257.062.76	2,685,905.17
Furniture and supplies	131,930.22	64,401.95	100,845.78	45,364.76	815,907.71
Public works	174,450.20	117,946.00	167,166.67	170,548.26	1,895,256.07
Quarantine	42,985.89	17,593.87	32,742.87	31,818.44	275,228.56
Rural guard and administration	121,917.83	146,009.98	174,435.80	146,179.06	1,789,824.98
Sanitation	235,676.62	236,983.04	235,341.45	240,459.68	3,018,903.50
State and government	28,917.67	18,947.53	39,936.52	45,042.82	267,496.43
Total	2,156,892.30	1,381,785.52	1,730,813.99	1,656,706.05	19,060,720.98
Settlement warrants issued during year	....	....	....	....	90.66
Grand total	....	....	....	....	19,060,811.64

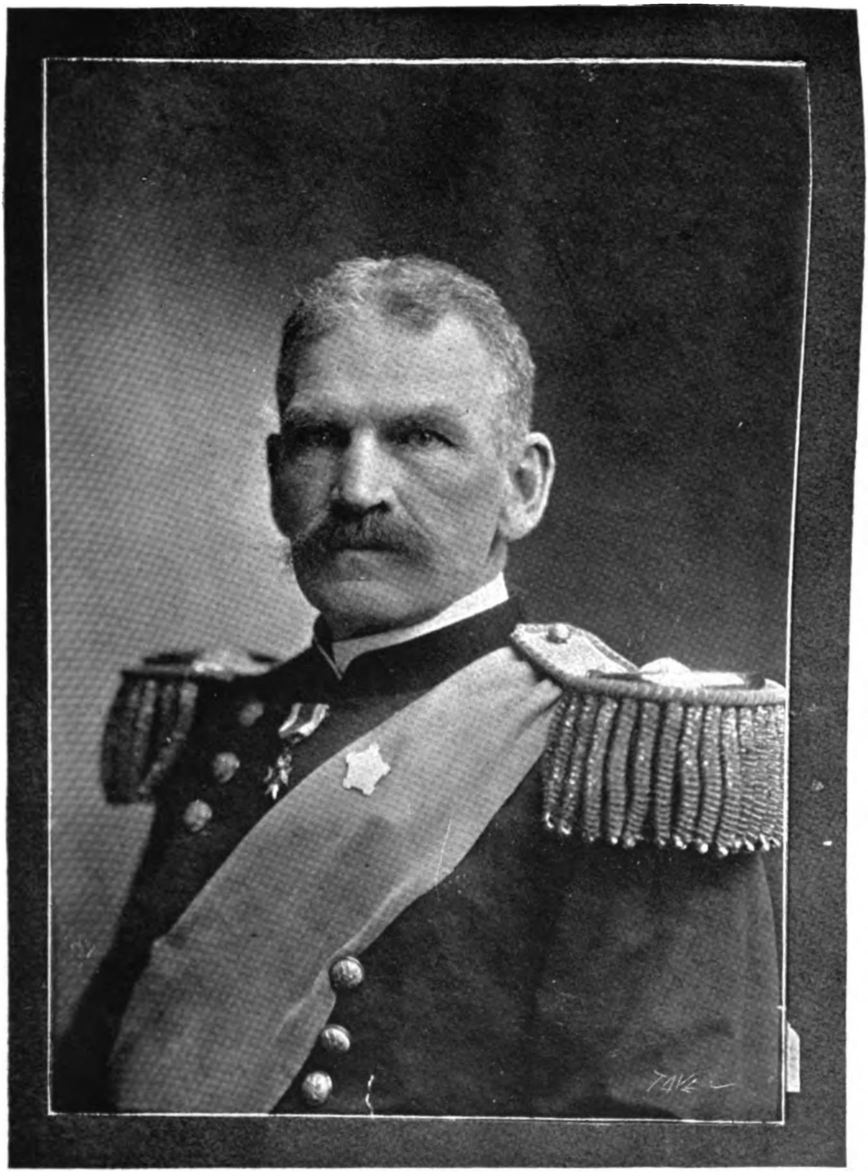
Exhibit X.—*Consolidated statement of receipts and disbursements, island of Cuba, for the period January 1 to December 31, 1900.*

RECEIPTS.

Source from which received.	Amount.	Total.
To cash on hand, Jan. 1, 1900	$1,863,958.46	$1,863,958.46
To receipts from customs, Jan. 1 to Dec. 31, 1900	16,136,523.28	
To receipts from internal revenue, Jan. 1 to Dec. 31, 1900	798,638.34	
To receipts from postal service, Jan. 1 to Dec. 31, 1900	321,539.62	
To receipts from telegraph service, Jan. 1 to Dec. 31, 1900	66,834.19	
To receipts from miscellaneous not otherwise reported, Jan. 1 to Dec. 31, 1900	81,857.68	17,405,393.11
To warrants issued but remaining unpaid by treasurer, Dec. 31, 1900, and funds in hands of disbursing officers to be turned into treasury	1,638,912.35	1,638,912.35
Grand total	20,908,263.92	20,908,263.92

DISBURSEMENTS.

How expended.	Amount.	Total.
By expenditures customs service, Jan. 1 to Dec. 31, 1900	$1,080,956.90	
By expenditures internal revenue, Jan. 1 to Dec. 31, 1900	7,954,720.03	
By expenditures postal service, Jan. 1 to Dec. 31, 1900	571,070.07	
By expenditures telegraph service, Jan. 1 to Dec. 31, 1900	279,115.66	
By transfer to disbursing officers by warrants and orders, Jan. 1 to Dec. 31, 1900	9,174,948.98	$19,060,811.64
By cash balance in hands of treasurer, Dec. 31, 1900	1,847,452.28	1,847,452.28
Grand total	20,908,263.92	20,908,263.92



ADNA R. CHAFFEE, BRIGADIER-GENERAL, CHIEF OF STAFF, DIVISION OF CUBA.

CIVIL ORDERS AND CIRCULARS, 1900.

No. 1.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 1, 1900.

The military governor of Cuba directs the publication of the following order:

I. In pursuance of the authority vested in him by the President of the United States, and in order to secure a better organization of the civil service in the island of Cuba, the military governor orders that hereafter the civil government shall be administered by six departments, each under the charge of its appropriate secretary, as follows:

First. The department of state and government.

Second. The department of finance.

Third. The department of justice.

Fourth. The department of agriculture, commerce, and industries.

Fifth. The department of public instruction.

Sixth. The department of public works.

Public records and property will be transferred and rearranged accordingly.

II. The following appointments are hereby made, to date from January 1, 1900:

To be secretary of the department of state and government, Diego Tamayo y Figueredo.

To be secretary of the department of finance, Enrique Jose de Varona.

To be secretary of the department of justice, Luis Estevez y Romero.

To be secretary of the department of agriculture, commerce, and industries, Juan Rius Rivera.

To be secretary of the department of public instruction, Juan Bautista Hernandez Barreiro.

To be secretary of the department of public works, Jose Ramon Villalon.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 2.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 3, 1900.

The military governor of Cuba directs the publication of the following order.

Order No. 124, Headquarters Division of Cuba, dated Habana, July 29, 1899, having reference to contencioso-administrativo cases pending before the sala de lo civil of the audiencia of Habana, is hereby revoked.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 3.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 6, 1900.

The military governor of Cuba directs the publication of the following order for the information and guidance of all concerned:

[Tariff circular, No. 114.]

WAR DEPARTMENT,
Washington, December 29, 1899.

By direction of the President, the "free list" of the "amended customs tariff and regulations for ports in Cuba in possession of the United States" is hereby amended by the addition thereto of the following paragraph:

377. Crude petroleum.

This order shall take effect and be in force on and after January 29, 1900.

This order shall be duly proclaimed in the island of Cuba.

G. D. MEIKLEJOHN,
Assistant Secretary of War.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 4.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 6, 1900.

The military governor of Cuba directs me to announce the following appointments:

Province of Habana—Güines: To be first assistant mayor, Alberto García Mendoza; to be second assistant mayor, Jose de la Vallina Varela; to be third assistant mayor, Manuel A. de Villiers Suarez; to be fourth assistant mayor, Pastor Alfonso Rodriguez.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 5.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 8, 1900.

The military governor of Cuba directs the publication of the following order:

I. A light-house board is hereby constituted to consist of Mario García Menocal y Deop, chief of the board, with a salary of $5,000 per annum, and Jose Primelles Agramonte, assistant, with a salary of $3,000 per annum.

II. The board will employ such clerical assistance as the interests of the service require.

III. The duty of the board is to attend to the construction and maintenance of all light-houses, the supervision of, supplying, and placing of all proper buoys, beacons, etc., in the several harbors of the island of Cuba.

IV. The board will report its operation directly to and receive instructions from the military governor.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 6.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 8, 1900.

The military governor of Cuba directs me to announce the following appointment and resignation:

I. To be subsecretary of justice, department of justice of the island of Cuba, Alfredo Zayas y Alfonso, vice Ramon Ebra, resigned; said appointment to date from January 3, 1900.

II. The resignation of Alfredo Grovas Badia, as mayor of San Nicolas, province of Habana, having been submitted, is hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 7.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 9, 1900.

The military governor of Cuba directs me to announce the following appointment:

Province of Pinar del Rio—Pinar del Rio: To be fourth assistant mayor, Fernando Bencomo, vice Jose Miguel Valdes, resigned.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 8.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 10, 1900.

The military governor of Cuba directs me to announce the following appointments and resignation:

I. To be subsecretary of state and government, department of state and government of the island of Cuba, Fernando Figueredo; said appointment to date from January 2, 1900. To be subsecretary of public instruction, department of public instruction of the island of Cuba, Esteban Borrero Echeverría; said appointment to date from January 2, 1900.

II. The resignation of Eduardo Desvernine, as substitute justice of the audiencia of Habana, having been submitted, is hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 9.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 10, 1900.

The military governor of Cuba directs me to announce the following appointments:

Province of Pinar del Rio.—Consolacion del Norte: To be first assistant mayor, Antonio Bonin y Garcia.

Province of Habana.—Santa Maria del Rosario: To be first assistant mayor, Francisco Diaz Gonzalez, vice Manuel Bustillo, resigned.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 10.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 12, 1900.

The military governor of Cuba directs the publication of the following order:

I. Article 23 of the royal decree, dated August 12, 1887, which regulates the exercise of pardon is hereby revoked.

II. In all cases of special pardon the governor-general will determine as to whether or not the opinion of the court rendering the decision shall be heard.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

[Corrected copy.]

No. 11.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 12, 1900.

The military governor of Cuba directs me to announce the following appointment:

To be assistant secretary of the department of agriculture, commerce, and industries of the island of Cuba, Baldomero Pichardo y Jimenez; said appointment to date from January 2, 1900.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 12.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 12, 1900.

The military governor of Cuba directs the publication of the following order:

Federico Mora, fiscal of the supreme court, is hereby removed from office for the good of the public service.

This removal is the result of an investigation of the conditions existing in the administration of justice under his supervision.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 13.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 13, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs:

I. Full pardon of the unexpired time of sentence in the following cases: (1) Enrique Salina Cabrera, (2) Leandro Navarro y Montesinos, (3) Benalio Seijas Delgado, (4) Joaquin Andrade y Alvarez, (5) Pedro Valdes o Perico Noya, (6) Luis Mazorra y Mazorra, (7) Bernardino Gonzalez, (8) Emilio Mendive, (9) Ramon Reyes Espriu, (10) Genovevo Nuñez y Perez, (11) Angel Gomez Toca, (12) Juan Perez, (13) Manuel Montero Peñaflor, (14) Valeriano Blanco y Lozano, (15) Indalecio Huergo Valle, (16) Jose Abito Achoy, (17) Francisco Rios y Cañizares, (18) Basilio Castillo Alonso, (19) Isidro Garcia y Campos, (20) Cecilio Hernandez Villara, (21) Alfredo Martinez y Valdéz, (22) Eduardo Commellas y Prado, and (23) Enrique Cordova Leveija.

The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Partial pardon is hereby granted the following-named prisoners, reducing their sentences as hereinafter stated: (1) Antonio Herrera Martinez, will be set at liberty December 31, 1900; (2) Jose Guerra y Fariñas, will be set at liberty December 31, 1902; (3) Eduardo Perez Jimenez, will be set at liberty December 31, 1902; (4) Cesar Rojas Herci, will be set at liberty December 31, 1900; (5) Adolfo Montalvo Papa, will be set at liberty December 31, 1901; (6) Pablo de Armas y Broin, will be set at liberty December 31, 1905; (7) Cipriano Cabrera Castillon, will be set at liberty December 31, 1908; (8) Damaso Alvariño Palacio, will be set at liberty December 31, 1901.

The secretary of justice will see that due entry is made on the prison records of the aforementioned mitigation of sentences, and report execution of same to these headquarters.

III. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoners: (1) Candido Isoba y Toribio, (2) Felipe Escobar, (3) Jose Garcia, (4) Tomas Francisco Averoff, (5) Pablo Becerra Vinal (a) "Armando," (6) Angel Maria Eugenio Valdes, (7) Jose Martinez Rodriguez, (8) Camilo Yanes Diaz, (9) Juan Gonzalez Rodriguez, (10) Federico Gonzalez Davila, (11) Eduardo Alonso Rodriguez, (12) Higinio Lopez Solano, (13) Jose Maria Gonzalez Toledo, (14) Erasmo Padron y Vidal, (15) Manuel Bravo Betancourt, (16) Julio Untario Grana, (17) Ramon Suarez Romero, (18) Benito Abreu, (19) Ramon Martinez Rabelo, (20) Ramon Soto Prieto, (21) Crescencio Garcia Vega, (22) Jose Martinez Garcia, and (23) Carlos Gonzalez y Gonzalez.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged and will institute measures to set them at liberty at once.

Without any appeal therefrom, the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

The above-named persons are all in the presidio or cárcel of Habana.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 14.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 13, 1900.

The military governor of Cuba directs the publication of the following order:

The following rules shall hereafter be adopted and put in force in all the jails of the island of Cuba:

1. Convicts will be kept separate from prisoners awaiting trial.
2. Prisoners under 18 years of age will be kept separate from convicts or other prisoners awaiting trial.
3. Such disposition of the buildings occupied as jails will be made as to permit enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 15.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 13, 1900.

The military governor of Cuba directs the publication of the following order:

I. The recourses known as contencioso-administrativos, in which proceedings were suspended by Order No. 124, of 1889, from these headquarters, which may have been revised and decided in accordance with the provisions of said order, as well as those wherein revisal has not been applied for within the time stipulated in said order, are hereby declared to be definitely closed and ended, and the decisions rendered in connection with the first mentioned are final, as are the decisions upon which the recourses were granted in the latter class.

II. The records of the proceedings in the preceding cases in which the recourses were instituted shall be sent by the department of justice to the office of administration where they originated.

III. In recourses relating to decisions the revisal of which is still pending and which were solicited within the time specified in Order No. 124 of these headquarters, as well as those relating to irregularity of form, that should not be revised in accordance with the provisions of said order, proceedings may be again commenced at the petition of the interested parties, in which case the department of justice shall return to the audiencia of Habana the administrative record pertaining to such cases.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 16.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 13, 1900.

By virtue of the authority vested in him, the military governor of Cuba, upon the recommendation of the secretary of justice, directs:

I. Full pardon of the unexpired time of sentence in the following cases: (1) Moreno Jose Pozo (a) Macavi, (2) Jose Pretel Gonzalez, and (3) Jose Maria Reyes Granados.

The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Partial pardon is hereby granted the following-named prisoners, reducing their sentences as hereinafter stated: (1) Juan de Mata Sabino Everardo Olvarez Cavarroniz, will be set at liberty May 1, 1901; (2) Manuel Martinez Victoria, will be set at liberty December 31, 1901; (3) Francisco Vestal Aguilera, will be set at liberty December 31, 1900.

The secretary of justice will see that due entry is made on the prison records of the aforementioned mitigation of sentences, and report execution of same to these headquarters.

The above-named prisoners are all in the presidio or cárcel of Habana.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 17.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 15, 1900.

The military governor of Cuba directs the publication of the following order:

I. The royal order of February 9, 1894, decreeing the institution of proceedings required by article 234 of the decree of January 5, 1891, for the discharge from office of the secretaries of the municipal courts, is hereby annulled.

II. The municipal judges may discharge their secretaries whenever they deem proper, recommending to the respective judges of primera instancia successors to the position.

III. The judge of primera instancia may return the recommendation to the municipal judge not approved, if he knows of any disqualification to the person, stating such disqualification, in writing, and request another nomination to be made by the municipal judge.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 18.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 15, 1900.

The military governor of Cuba directs me to announce the following resignation:

The resignation of Nicolás Heredia y Mota, as director de instrucción pública, having been submitted, is hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 19.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The period granted by decrees of April 4 and August 28, 1899, for the inscription of births, is further extended one hundred and twenty days from the expiration of the time authorized by the decree of August 28, 1899, No. 149, i. e., to April 28, 1900.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 20.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the following transfers. Edgardo Díaz Pujol, judge of primera instancia of Holguin, to the court of Baracoa; Rodrigo Portuondo y Tamayo, judge of primera instancia of Baracoa, to the court of Holguin.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 21.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

I. From the publication of this order the registrars of property will cease to be liquidators of the conveyance and inheritance tax (derechos reales).

II. Hereafter the liquidation will be in charge of the administration of finance (provincial and branch offices) and of the alcaldes in the places and cases that are respectively specified in this decree.

III. The provincial administrations of finance may liquidate the tax on all classes of acts and contracts subject to the same, whatever be their character and amount.

IV. The branch offices of finance may liquidate the acts and contracts subject to the tax consigned in documents the amount of which does not exceed $25,000.

V. The alcaldes of districts where a registry of property is located may liquidate deeds and documents wherein acts and contracts comprised in articles 6, 8, 9, 13, and 18 are affected, namely, contracts of purchase and sale with clause of reversion; the constitution, acknowledgment, modification, and extinction of real rights on real property; the constitution, acknowledgment, or modification of the real right of mortgage; constitution of leases in general and conveyance of real or movable property effected by virtue of judicial or administrative acts, provided that the amount of the act or contract does not exceed $10,000.

VI. Copies of documents filed for liquidation must be literal, without abbreviations or extracts, and must comprise the annexed documents. The liquidation will not be effected, to the damage of parties concerned, while these requisites are not complied with.

VII. The fee for liquidation is hereby abolished, except in cases where the operation is effected by the alcaldes, who will collect it in order to attend to the expenditures caused by the service.

VIII. The liquidators will collect the quotas liquidated by them, and the alcaldes will retain in deposit the sums that they may collect, remitting them every Saturday to the nearest office of finance of the province, by postal money orders or in the most practicable manner, charging the expense to the quota of surcharge for the liquidation.

IX. Whenever the parties concerned may deem it proper, they may repair to the provincial administration of finance by mail, personally, or by means of an attorney, for the liquidation and payment of the tax, remitting afterwards the value of the operation by means of postal money orders; all at their own risk.

X. Henceforth article 89 of the regulations will be understood to be modified in such wise that in the conveyances effected as gifts, legacies, and bequests (á título lucrativo), the verification of values will also take place by all the legal means whenever they comprise properties destroyed in consequence of the war, an extreme that may be proved by all the means acknowledged by law.

XI. Appeals against the liquidations may be made before the secretary of finance.

XII. The former provisions of the tax referred to remain in force wherein they are not expressly modified by this order.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 22.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the following:

I. Total pardon is hereby granted to all persons convicted of crimes committed before February 24, 1895, and from August 12, 1898, to May 19, 1899, who may show conclusive proof that they belonged to the Cuban army and that their conduct has been good since they were mustered out therefrom.

II. Total pardon is also granted to all such persons convicted of crimes (whether as perpetrators, accomplices, or accessories) who were pardoned by the decrees of December 16 and 27, 1898; and for said purpose the last section of Paragraph III, Order 34, from these headquarters, dated March 30, 1899, is hereby revoked.

III. Total pardon is also granted to all such persons convicted of crimes (whether as perpetrators, accomplices, or accessories) punishable with prisión correccional in its minimum degree as may have served six months of their sentence, and also all persons convicted of crimes punishable with arresto mayor y menor (commitment in the city jail) in all their degrees, as well as all persons undergoing terms of "subsidiary imprisonment" for pecuniary liabilities.

IV. All persons who may have been committed for a period of time equal to or longer than corresponds to the punishment for the crime of which they stand accused shall be at once set at liberty. The judges of instrucción having cognizance of such cases shall close the summary proceedings at once and render them to the respective audiencia.

V. Prisoners who may not have been credited with the period during which they were held awaiting trial and sentence shall have said period deducted from their sentence, and if it appear that such time corresponds to their term of service they shall at once be set at liberty.

VI. A like reduction, but limited to one-half the period during which they were held awaiting trial and sentence, shall be granted to prisoners committed to the penitentiary (presidio).

VII. The act of pardon is, however, not extended to perpetrators of the so-called delitos privados, namely, those crimes which require, for investigation and punishment, action on the part of the offended person and the penalty of which is remitted through the intervention of said offended party.

VIII. For the execution of these provisions within the shortest possible time, the presidents and fiscales of the audiencias are directed to appoint an associate justice and a deputy fiscal, who, with the assistance of a clerk from the secretary's office of the sala de lo criminal, will proceed to the respective penal establishments, and with the cases and necessary data before them, and without any further records than the proper notes to be stated thereon and the necessary communications, shall set at liberty all the persons in said establishments who may be comprised in this order. The regular duties of the associate justice and deputy fiscal so appointed shall be performed by substitutes, for such time as their commission may last.

IX. All matters of doubt that might arise concerning the enforcement of the provisions of this order shall at once be forwarded to the department of justice for proper action.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 23.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 17, 1900.

The military governor of Cuba directs me to announce the following appointments, made upon the recommendation of the secretary of state and government.

Province of Pinar del Rio—San Diego de los Baños: To be mayor, Ricardo Hernandez Acosta.

Province of Habana—San Antonio de los Baños: To be second assistant mayor, Felix Suarez Garro, vice Julio Rosas, resigned.

Province of Matanzas—Alacranes: To be mayor, Pio Dominguez Lorent, vice Juan do Dios Rivero, resigned. Jaguey Grande: To be first assistant mayor, Eugenio J. Galvez; to be second assistant mayor, Octavio Delgado. Cabezas: To be first assistant mayor, Pedro Lopez Perera; to be second assistant mayor, Eusebio Hernandez.

Province of Santiago de Cuba—Gibara: To be first assistant mayor, Emilio Guidi y Marino; to be second assistant mayor, Sergio Montejo; to be third assistant mayor, Manuel Hidalgo Cespedes; to be fourth assistant mayor, Luis Dauta Almagues; to be fifth assistant mayor, Eudaldo Feria.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 24.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. All persons charged with crimes (whether as perpetrators, accomplices, or accessories) referred to in paragraphs 1 and 2 of circular 31 of the Division of Customs and Insular Affairs of the War Department (order No. 159 from these headquarters), which Department exercises direct jurisdiction over the customs of this island, shall be free from penal action in any and all cases wherein they may turn State's evidence, provided they be declared as such to the proper court by the military governor.

II. The legal effect of this order, as favoring the criminal, shall be retroactive.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 25.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

I. Hereafter all funds allotted to municipalities for the payment of municipal police and public instruction will be paid in bulk to the alcalde in each case by the treasurer of the province, who will in turn receive the same from the treasurer of Cuba, as at present provided.

II. In case the department of posts has a money-order office in the municipality, the treasurer will remit the funds by postal money order; in all other cases the alcalde will go to the treasurer of the province in person for the funds, or send some responsible person in his place.

To enable the department of posts to supply funds to redeem the money orders promptly, the treasurer of each province (except Habana) will notify the postmaster several days in advance, stating the post-offices where he wishes to send money orders, giving the amounts in each case.

III. The treasurer of the province will take a receipt in each case in duplicate from the alcalde on Form No. 2, finance department, which shall be his vouchers for the funds until other vouchers are received, as hereinafter provided for. This receipt will show the amount supplied for police and amount for public instruction, the latter divided into personnel, material, and rent. Each alcalde will disburse the funds, using Form No. 7, finance department (pay roll), for the allotment for personnel and Form No. 4, finance department, for the allotment for material and rent in each case.

IV. All payments will be made by the alcalde in person, and each salary or account will be paid in full without any deductions whatever.

V. The above pay rolls and vouchers will be made in triplicate, and when completed two copies of the same will be sent to the treasurer of the province from whom the funds were received. The treasurer will carefully examine these vouchers and when completed in proper form attach one copy to one copy of receipt previously given him by the alcalde. In case this receipt has already been sent with accounts to the auditor, these vouchers will be forwarded to the auditor with a request that they be filed with the receipt in question.

The treasurer will in like manner use the other copy of the vouchers with the other copy of receipt to complete his file of retained papers. The third set of vouchers will be held by the alcalde as evidence of the disbursement made by him.

VI. In forwarding the vouchers to the treasurer of the hacienda of the province, the alcalde will fill out and forward in duplicate a statement on Form No. 014, finance department, showing the balance, if any, remaining on hand, not covered by the vouchers submitted, and this amount will be deducted by the disbursing officer from the next allotment.

VII. Each alcalde will keep in his office a record of all money received from the state and disbursed on account of police and public instruction, keeping said account separate from any other.

VIII. Each treasurer will forward his estimate not later than the 15th of the month next preceding the one for which the estimate is made, and when notified that the funds have been deposited to his credit he will at once take the necessary steps to have the money promptly turned over to the alcalde, who in turn will use every effort necessary to insure the payment of all accounts as soon as they may be due.

IX. To enable a treasurer to make the above payments to alcaldes, he will be permitted to draw one check for the necessary funds to cover all the payments, noting on the check that it is "to pay allotments to municipalities."

X. Hereafter in the transmission of insular funds by means of postal money orders the postmaster will, upon request of the purchaser, sign a receipt in duplicate for the amount of the money order or orders, and another receipt in duplicate (Form 4, finance department) for the cost of the same. The former will be held by the purchaser until other receipts for the funds are received. The latter will be treated as a voucher covering the expenditure of remittance. The purchaser will fill these receipts out for the signature of the postmaster. Blanks for the first-named receipt will be supplied by the auditor for Cuba.

XI. The traveling expenses of the alcalde or agent in going for funds, as above provided, will be paid as provided in General Orders, No. 245, Headquarters Division of Cuba.

XII. Funds to meet the expenses incurred in execution of this order will be estimated for monthly by the treasurer of each province, viz, "For expenses of distribution of funds to municipalities, $———."

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 26.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Hereafter, whatever time prisoners who may be condemned to any of the correctional or light punishments specified in article 24 of the penal code may have been held in provisional imprisonment shall be counted as a part of their term of service and deducted therefrom.

II. A like deduction, but limited to one-half the period of provisional imprisonment, shall be made in favor of prisoners sentenced to any of the punishments known as "exemplary punishments" (pena aflictiva) in article 24 of the penal code.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 27.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instuction, directs the publication of the following order:

I. So much of Paragraph IV, of order 227, from these headquarters, dated December 3, 1899, as relates to the appointment of the general secretary of the University of Habana and the secretaries of the several faculties thereof is hereby modified to read as follows: "The appointment to and removal from office of the general secretary of the university shall hereafter be made upon the recommendation of the university board of deans, forwarded to the department of public instruction; and the appointment to and removal from office of the secretaries of the several faculties of the university, and those of the institutes, shall be made by the rector of the university, upon the recommendation of the respective deans and directors."

II. Hereafter the appointment to and removal from office of assistants to professors of the university (ayudantes facultativos) shall be made by the university board of deans, upon the recommendation of the respective faculties.

III. Appointments to the chairs at present vacant in the university shall be made upon the recommendation of the respective faculties.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 28.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 18, 1900.

The military governor of Cuba directs the publication of the following order:

I. Carlos Garcia Velez is hereby appointed general inspector of prisons for the island of Cuba.

II. The general inspector of prisons is authorized and directed to visit and inspect thoroughly every presidio and carcel in the island of Cuba at least once in four months, at as nearly equal intervals as possible, and to personally see, examine, and inspect every person detained in each of the above institutions, examining in each case the records of the presidio or carcel and reporting upon the sanitary condition thereof, food, clothing, and bedding, records and discipline of the prison. In making the inspection he will personally examine the record of every prisoner and detained person, ascertaining the date of expiration of sentence, and see that the records are well kept and complete in every particular and that each and every prisoner is properly informed of the date of the expiration of his sentence. In the examination of those awaiting trial careful inquiry will be made in each instance to find whether the prisoner has had a preliminary hearing and whether or not this hearing was held within the time specified by law. If there has been delay he will ascertain the cause and also whether the prisoners have been informed in regard to their right to bail and have had lawyers assigned to defend their cases. He will also report the length of time since arrest and since the preliminary hearing. If preliminary hearing or trial has been delayed, reasons therefor must be set forth and responsibility fixed, and report made on the case. Blank forms will be furnished for the above reports, with full instructions printed on back of same.

III. The inspector's salary will be at the rate of $5,000 per annum. Actual transportation will be furnished and an allowance of $3.50 per day while traveling.

He will be allowed one stenographer, who will also be his secretary and clerk, receiving a salary of $115 per month, actual transportation, and expenses at the rate of $2.50 per day while traveling.

IV. All military and civil as well as all prison officials in the island of Cuba will assist in every way the inspector of prisons in his examination and will furnish him free access to their records.

V. In cases wherein the inspector reports adversely upon the conduct or administration of a presidio or carcel, a copy of his report will be forwarded to the person or persons affected, who will be called upon for an explanation. If, after careful consideration, their explanation is found to be unsatisfactory they will be dismissed from the public service.

VI. The inspector of prisons will see that the prison regulations are strictly enforced and that they are posted in the carcel or presidio in places where prisoners have access to them; also that complete lists of the inmates, showing the date of their arrest and of expiration of sentence, are posted in at least two places in each presidio ro cárcel where the prisoners or detained persons may have access to them.

VII. The report of the inspector of prisons will be made to the secretary of justice for transmission to these headquarters.

Adna R. Chaffee,
Brigadier-General, Chief of Staff.

No. 29.

Headquarters Division of Cuba,
Habana, January 19, 1900.

The military governor of Cuba directs the publication of the following order:

I. Office hours in all the departments of the civil government, which are paid wholly or in part from the customs revenues of the island of Cuba, will be from 9 a. m. to 11 a. m., and from 12 m. to 5 p. m., daily, Sundays and public holidays excepted. Chiefs of bureaus or departments will see that this order is rigidly enforced. Employees absent on account of sickness or injury must, on return to duty, present a certificate from a reliable physician to the above effect. Employees must be at their places of duty promptly at the hours specified. Tardiness and neglect in observing this rule will, after the the third offense, result in dismissal.

Civil officers having charge of making out pay rolls will certify that the services have been performed according to the provisions of this order. Pay rolls not provided with this certificate will not be paid.

II. On and after the 1st day of February, 1900, all correspondence between civil officials and the military governor will be transmitted through civil channels.

III. The secretaries having charge of the different departments will present the matters under advisement requiring action of the military governor to him for final decision.

IV. Whenever matters relating to any military commander or affairs directly pertaining to the military branch of the government are the subject-matter of civil correspondence, copies should be furnished the department or district commanders of the departments or districts where the correspondence may originate by the writer at the time the original is forwarded through civil channels.

V. Communications bearing upon important subjects in which any of the department commanders may be interested, or which may affect their military administration, will be forwarded to them by the military governor for their remarks whenever this action may be necessary.

VI. The relation between the civil and various military officials should be one of harmony and mutual support.

VII. Civil officials are charged with the conduct of civil affairs, under the supervision of the military governor of the island.

VIII. The various department commanders are charged with the maintenance of public order in the general sense of the term, sanitation, the conduct of all public works of a sanitary character, and the completion of public works now being constructed under their charge. They are also charged with the organization, command, and administration of the rural guard.

IX. Military officers will not interfere with the civil authorities except under extreme conditions in which, in their opinion, public order, life, or property are in serious danger, in which cases they are authorized to suspend any civil official, reporting their action immediately by telegraph and letter and the reasons therefor. Action of this kind, however, can only be justified by circumstances of extreme gravity which will not permit of the delay necessary to obtain telegraphic instructions from the military governor of the island.

X. Department commanders, through their subordinates, are also charged with the inspection, at least monthly, of all prisons, hospitals, and public institutions in their departments or districts, and a brief report of these inspections will be forwarded, through military channels, to the military governor of the island. They will also report all cases of delay in the administration of justice, abuse of authority, and neglect of duty which may come under their observation; in short, all cases of neglect which tend to impair or obstruct the working of the civil government in its various branches. Their position will be supervisory in the broadest sense of the term; one in which interference with the civil authorities should be extremely rare, but which will demonstrate to the people of the island that complaints of maladministration, abuse of authority, etc., whenever made, will.be followed by a prompt and thorough investigation under the instructions of the military governor of the island.

Military officers will not interfere in any manner with the public press, unless, in their judgment, such action shall be absolutely necessary in order to prevent the continued publication of matter which tends to provoke serious and dangerous disturbance of the public peace, or which is of such obscene character as to be a serious menace to the public morals. The action of the military authorities in such cases shall be limited to the suspension of the offending publication pending the action of the judicial authorities. It is believed that the law will be found to provide ample means for the vindication of private wrongs inflicted by such publications. Such suspension will be at once reported by telegraph and letter for the action of the military governor.

XI. Military commanders are charged with the capture of bandits and organized bands of marauders in the rural districts of the various departments. Such offenders shall be safely taken to the nearest prison or other place of safe-keeping and there securely held, subject to the disposition of the judge of inquest (instrucción) of the district in which they are confined, to whom shall be delivered at the same time, by the officer making the arrest, a statement in writing of the circumstances of the offenses charged, the names of all witnesses whose testimony may be required, and any other information which may be deemed of value to the judge in the conduct of his inquiry into the case. Duty of this nature should be done entirely by the rural guard.

XII. Whenever the services of a detachment of the rural guard are required by the civil governor or judges of the various courts they should be promptly rendered whenever practicable. The municipal police in the various towns is directly under the local civil authorities.

XIII. Each department commander will cause to be made, by an officer of the United States Army, at least one inspection each quarter of the year, of every public school in his department, and submit a report which shall be general in character and relate to the general condition and conduct of the school, attendance, etc. (independent of the report to be submitted by the local school board), which report will be sent, with such recommendations as he may deem necessary, to the military governor.

XIV. The chief of public works and military engineers in each department will be associated (two officials—the military engineer officer of the department or district, as the case may be, and the chief of public works) for the purpose of instructing the chief of public works in the methods employed in the Engineer Department of the Army of the United States in estimating, contracting, construction, and general conduct of public works.

XV. On and after the 1st day of April, 1900, all public works will be placed under the direct supervision of the provincial chief of public works, the military engineer officer continuing in the office as an inspector, reporting upon the character of the work, method of construction, necessity of expenditure called for, etc. In short, he will directly represent the military governor of the island and act, through the department commander, as his personal inspector in all matters pertaining to the expenditure of the funds of the island for public works. All details of the conduct of public works will be vested in the chief of public works, under the general supervision of the secretary of public works. This plan will result in the chiefs of public works becoming thoroughly familiar with the records of the military officers who have, up to date, had almost entire charge of public works in the island of Cuba, and when the time comes for the complete separation of the two officials, the chiefs of public works will be in possession of all the data necessary to successfully continue the administration of their office.

Adna R. Chaffee,
Brigadier-General, Chief of Staff.

No. 30.

Headquarters Division of Cuba,
Habana, January 19, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs:

I. Full pardon of the unexpired time of sentence in the following cases: (1) Enrique Valdes, (2) Jose de la Rosa y Mesa, (3) Camilo de Cepida Echemendia, (4) Jose Manuel Hernandez Gonzalez, (5) Manuel Marino Rodriguez, (6) Hermenegildo Ferano, (7) Alberto Martinez Betancourt, (8) Ramon Hernandez y Hernandez, (9) Lucas Carballo, (10) Agustin Clement y Estevez, (11) Bernardo Figuerra Alfonso,

(12) Juan Ajon Valdes, (13) Miguel de las Heras Salinas, (14) Justo Pastor Burdeos Garcia, (15) Luis Estoraci Palomino, (16) Ramon Alvarez y Lopez, (17) Jose Mercedes Perez Vazquez, (18) Adolfo Febles y Valdes, (19) Rafael Boyer Moreira, (20) Juan Miguel Barber, and (21) Jose Huerta Diaz. The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Partial pardon is hereby granted the following-named prisoners, reducing their sentences as hereinafter stated: (1) Luis Perez Estrada will be set at liberty December 31, 1901; (2) Pedro Rios Palomino will be set at liberty December 31, 1900; (3) Jose Perez Avalos will be set at liberty December 31, 1903.

The secretary of justice will see that due entry is made on the prison records of the aforementioned mitigation of sentences and report execution of same to these headquarters.

III. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoners: (1) Esteban Martinez Calderon, (2) Jose Martinez Diaz, (3) Pardo Pantaleon Barroso y Gil, (4) Jose Fernandez Plaza, (5) Antonio Faz Hernandez, (6) Vicente Paula Valdes, (7) Isidoro Herrera y Mesa, (8) Pedro Ballesteros Beruff, (9) Felix Moreno Soria, (10) Patricio Lopez Martinez, (11) Lazaro Fernandez, (12) Louis Wellinghausen, (13) Jose Portuondo Echavarria, (14) Miguel Ramonet de la Rosa, (15) Jose Trelles Lopez, (16) Jose Ferreiro, (17) Antonio Rodriguez Figuerra, (18) Pedro Mas y Miliano, (19) Manuel Tamango y Bueno, (20) Nicolas Lopez Rivero, (21) Juan Gonzalez Gutierrez, (22) Antonio Espier o Aizpier Galay, (23) Luis Valdes, (24) Ramon Setien Gomez, (25) Luis Herrera y Fabre, (26) Severiano Castaneda Bolado, (27) Emilio Salas Camboy, (28) Adolfo Carvalle y Blanco, (29) Guillermo Gonzalez Frias, (30) Teodoro Amaro, (31) Candido Dominguez Santana, (32) Agustin Vidal Delgado, (33) Manuel Quesada Morales, (34) Faustino García Fruy, (35) Gustavo Gonzalez Lafargue, (36) Mauricio Jauregui Legorburo, and (37) Jose Bonet Valdes.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged and will institute measures to set them at liberty at once.

Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

The above-named persons are all in the presidio or carcel of Habana.

Adna R. Chaffee,
Brigadier-General, Chief of Staff.

No. 31.

Headquarters Division of Cuba,
Habana, January 22, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The municipal district of Pipian, belonging to the judicial circuit of Guines, province of Habana, is hereby abolished and the whole territory within the administrative jurisdiction of the municipality of Pipian, namely, the Pueblo, Naranjito, Jobo, Zaldivar, and Corral wards, is transferred to the municipal district of San Nicolas, of the circuit of Guines, province of Habana.

II. The archives and other property of the former municipality of Pipian shall be transferred to the ayuntamiento of San Nicolas, which shall hereafter assume all obligations and rights that pertained to Pipián.

III. The abolition of the said municipal district of Pipian shall not interfere in any way with existing rights of property, or with existing public and private easements.

IV. Upon the publication of this order, the ayuntamiento of San Nicolas will report to the civil governor the total number of inhabitants comprised within that district and the territory added thereto, in order that said authority may complete the number of aldermen which, in accordance with the provisions of articles 34 and 35 of the existing municipal law, the new ayuntamiento shall be entitled to, and care shall be exercised that the inhabitants of the abolished municipal district of Pipian have due representation in the newly created municipality.

V. For the rest of the present fiscal year the ayuntamiento of San Nicolas shall draw up an extraordinary budget, in the same manner as the ordinary ones, which shall set forth the additional expenses and income involved in its acquisition of territory by virtue of the present order.

VI. The ayuntamiento of San Nicolas, in accordance with the provisions of the municipal law, shall proceed to make a new division of its municipal territory into suburbs and wards.

VII. The mayor of San Nicolas shall appoint such "mayors of the suburbs" (alcaldes de barrio) as may be necessary.

VIII. The civil governor of Habana is charged with the enforcement of this order, and he will take such steps as may be necessary for the prompt fulfillment of its provisions.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 32.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 22, 1900.

The military governor of Cuba directs me to announce the following appointment: To be associate superintendent of schools, Lincoln de Zayas, said appointment to date from January 2, 1900.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 33.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 22, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The municipal court of San Miguel, province of Puerto Principe, is hereby abolished, and its territory, for all judicial purposes, is added to the territory over which the municipal court of Nuevitas, same province, exercises jurisdiction.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 34.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 22, 1900.

The military governor of Cuba directs the publication of the following:

The herein-named persons are hereby designated as members of a commission to consider the general subject of taxation in all its aspects in the island of Cuba, to wit: Enrique Jose de Varona, Pablo Desvernine, Leopoldo Cancio, Horatio Rubens, James E. Runcie. The commission is requested to meet in the office of the military governor on Wednesday, January 24, 1900, at 3 p. m., for organization.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 35.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 22, 1900.

The military governor of Cuba directs the publication of the following:

The herein-named persons are hereby designated as members of a commission whose purpose is to consider certain modifications in the existing law and procedure, to wit: Luis Estevez y Romero, Juan Bautista Hernandez Barreiro, Alfredo Zayas y Alfonso, Horatio Rubens, and James E. Runcie. The commission is requested to meet in the office of the military governor on Wednesday, January 24, 1900, at 2 p. m., for organization.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 36.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 23, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignation:

I.

Province of Habana—Quivican: To be mayor, Juan Beiro Acebedo, vice Jose de Zuniga Barrera, resigned. Catalina: To be first assistant mayor, Jose Maria Fundora y Mesa, vice Fernando Lopez Muro, resigned.

Province of Santa Clara—Placetas: To be first assistant mayor, Francisco Camejo Hernandez; to be second assistant mayor, Gabriel Tarrau Perez; to be third assistant mayor, Ladislao Monteagudo Consuegra; to be fourth assistant mayor, Enrique Oliver Vargas.

II.

The resignation of Fernando Mendez Capote as mayor of Cardenas, province of Matanzas, having been submitted, is hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 37.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 24, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs—

I. Full pardon of the unexpired time of sentence in the following cases:

(1) Inocente Garcia Menendez, (2) Jose Mendez Serro, (3) Secundino Oliva Fernandez, (4) Jose Estevez Blanco (Vega), (5) Marcelino Gonzalez Rodriquez, (6) Francisco Sarrain y Sarrain o Felipe Pinillos, (7) Tomas Carrillo Ramirez, (8) Eligio Diaz Penalver, (9) Paulino Torres, (10) Juan Perez Argudin, (11) Enrique Fulla Gonzalez, (12) John Graham, (13) Rafael Jimenez Concepcion, (14) Eduardo Le Riveren Marin, (15) Julian Fernandez Sotolongo Garcia, (16) Antonio Reyes Perez, (17) Emilio Rincon Reina, (18) Casimiro Trigo Perez, (19) Jose Rosalio Pujadas, (20) Wade Garvin, (21) James Doyle, (22) Marcelino Aguiar Diaz, and (23) Eduardo Gonzalez Vasconcellos.

The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Partial pardon is hereby granted the following-named prisoners, reducing their sentences as hereinafter stated: (1) Jose del Pino Gonzalez will be set at liberty December 31, 1902. (2) Catalino Gonzalez Lacalle will be set at liberty July 31, 1900. (3) Carlos Blanco Leiva will be set at liberty December 31, 1900. (4) Jose Garcia Oña will be set at liberty December 31, 1900.

The secretary of justice will see that due entry is made on the prison records of the aforementioned mitigation of sentences, and report execution of same to these headquarters.

III. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoners: (1) Jose Abella Puig, (2) Emilio Ramirez Echarre, (3) Lorenzo Cadiz Gonzalez, (4) Manuel Benito Garabal, (5) Angel Junco, (6) Angel Garcia Cueto, (7) Evaristo Figueredo Lavandera, (8) Angel Azcano Vidastegui, (9) Francisco Quesada Morales, (10) Julian Alvarez, (11) Andres Cantero, (12) Nicolas Herrera, (13) Morton Nilson, (14) Manuel Lopez Moradillo, (15) Eduardo Santos Parga, (16) Justo Piedra Diaz, (17) Alejandro Garcia y Garcia, (18) Jose Morales Alpizar, (19) Juan Capillo e Hidalgo, (20) Felipe Cardenas Mates, (21) Fernando Babin Rodriguez, (22) Calixto Diosdado Beltran, (23) Pedro Hernandez Betancourt, (24) Luciano Felipe Perez, (25) Francisco Andujar y Carrasco, (26) Luis Greenwal, (27) Jose Rito Valdes Delgado, (28) Cesar Leiva Arguelles, (29) Tomas Gonzalez, (30) Serafino Barquinero, (31) Jose Maria Taibo y Prego, (32) Pedro Mata, (33) Francisco Escobar Penalver, (34) Juan Garcia Valdes, (35) Juan Herrera Herrera, (36) Guillermo Martinez (a) Fernando Domingo, (37) Francisco Ojeda Gonzalez, (38) Jose Maria Carbajal, (39) Pedro Gonzalez Obregon, (40) Jose Plutarco Valdes, (41) Antomio Martinez Capote, (42) Elijah Thompson, (43) Julio

Garcia Barroso, (44) Jesus Lopez Bello, (45) Constantino Fernandez Rodriguez, (46) Leon Prelleso Arenal, (47) Rafael Fernandez Garcia, (48) Ramon Garcia Rodriguez, (49) Antonio Diaz Ruiz, (50) Pedro Manuel Betancourt, (51) Sixto Ferrer y Ferrer, (52) Antonio Borges Aguiar, (53) Juan Cisneros Pimentel, and (54) Antonio Hernandez Gonzalez.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged and will institute measures to set them at liberty at once.

Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

The above-named persons are all in the presidio or cárcel of Habana, except Francisco Andujar Carrasco (No. 25., Par. III), who is at large.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 38.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 24, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs:

I. Full pardon of the unexpired time of sentence in the following cases:

a. Felipe Hernandez, who is in the cárcel of Trinidad.

b. (1) Juan Z. Aguilar, (2) Julio Marin y Diaz, who are in the cárcel of Sancti Spiritus.

The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoners:

a. (1) F. W. Potter, (2) Aquilina Avil Diez, (3) Candido Martinez, (4) Felix Toledo, (5) Manuela Santa Cruz, (6) Jose Ines Duquesne, (7) Juan Benitez, (8) Juan Bautista Pedro, (9) Tranquilino Amaro, (10) Claudio Martinez, who are in the carcel of Marianao.

b. Pedro Pelaez y Bosque, who is in the carcel of Jaruco.

c. (1) Jose Garcia, (2) Alfredo Gonzalez Perez, (3) Estefano Diaz Morales, (4) Pedro Cartaya, (5) Jose Antonio Lezcano, (6) Quintin Alfonso, (7) Andres Morales, (8) Victor Quintana, (9) Nicolas Valdes, (10) William Mahoney, (11) Thomas Langdon, who are in the carcel of Cardenas.

d. (1) Dionisio Soria, (2) Luis Martinez, (3) Gregorio Baro, and (4) Juan Palma, who are in the carcel of Sancti Spiritus.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged and will institute measures to set them at liberty at once.

Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 39.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

The herein-named persons are hereby appointed as the "board of superintendents of schools" in Cuba: Alexis Everett Frye, Esteban Borrero Echeverria, and Lincoln de Zayas. These appointments to date from January 1, 1900.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 40.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 25, 1900.

The military governor of Cuba directs the publication of the following:

I. Vidal Morales is hereby appointed chief of archives of the island of Cuba, said appointment to date from February 1, 1900.

II. Jose Dolores Poyo, Nestor Carbonell, and Julio Ponce de Leon are appointed assistants, said appointments to date from February 1, 1900.

III. The chief of archives will immediately examine into the present condition of the archives and submit a plan for their proper classification and future care. The archives in question are at present in "La Fuerza," where they are receiving very little care or attention.

IV. All records and documents will be preserved and classified as may be determined by the military governor upon recommendation of the chief of archives.

Recommendations should be at once submitted as to a suitable place for the storage and preservation of these valuable documents.

It is the desire of the military governor to preserve these records with the greatest care and to have them carefully classified, as they contain a great deal of valuable historical and statistical information.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 41.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The municipal district of Casiguas, belonging to the judicial circuit of Jaruco, province of Habana, is hereby abolished, and the whole territory within the administrative jurisdiction of the municipality of Casiguas is transferred to the municipal district of San Pablo de Bainoa, of the circuit of Jaruco, province of Habana.

II. The archives and other property of the former municipality of Casiguas shall be transferred to the ayuntamiento of San Pablo de Bainoa, which shall hereafter assume all obligations and rights that pertained to Casiguas.

III. The abolition of the said municipal district of Casiguas shall not interfere in any way with existing rights of property or with existing public and private easements.

IV. The civil governor of Habana will proceed to appoint the ayuntamiento of San Pablo de Bainoa in accordance with the provisions of the existing municipal law.

V. The ayuntamiento of San Pablo de Bainoa will select persons to fill the offices of mayor and assistant mayors, and thereupon submit the corresponding ternary numbers to the civil governor of Habana.

VI. The ayuntamiento of San Pablo de Bainoa, in accordance with the provisions of the municipal law, shall proceed to make a new division of its municipal territory into suburbs and wards.

VII. The mayor of San Pablo de Bainoa will appoint such "mayors of the suburbs" (alcaldes de barrios) as may be necessary.

VIII. The civil governor of Habana is charged with the enforcement of this order, and he will take such steps as may be necessary for the prompt fulfillment of its provisions.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

[Corrected copy.]

No. 42.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Article 86 of the civil code is hereby amended to read as follows:

I. In proceedings instituted for the purpose of celebrating marriages, it is permissible, whenever it may be desired, to substitute the church certificates of birth of the contracting parties and the certificates of the death of their parents and other ancestors by sworn evidence. This evidence may be given before the same municipal judge who is to have cognizance of the proceedings, or any other judge, and shall consist of the sworn statements of two witnesses as to the age, place of birth or death, and nativity of the person to whom it refers.

Whenever the birth or death may have occurred outside of the island of Cuba, evidence may be also given thereof in the manner prescribed above.

Certificates of the civil register may also be substituted in the cases and manner above prescribed, but only when proof is given that the books of registry in which the inscriptions were or should have been made have either been lost or destroyed or have never existed, by others which shall be furnished by the judge of primera instancia and which must be asked for by the municipal judge at the request of the interested party or parties.

II. In the case of foreigners who have resided less than two years in the island of Cuba, no evidence of the publication of the marriage they intend to contract in the territory where they have had their domicile or residence during the last two years will be required, provided a certificate is furnished by competent authority or other evidence is submitted satisfactory to the municipal judge who is to authorize the marriage that the requirement for such publication does not exist in that territory.

III. Municipal judges will charge a fee of $1, United States currency, for their services in such proceedings and no more, no matter what may be the extent thereof nor the procedure that they may take or whether it refers to one or more persons.

Adna R. Chaffee,
Brigadier-General, Chief of Staff.

No. 43.

Headquarters Division of Cuba,
Habana, January 26, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs—

I. Full pardon of the unexpired time of sentence in the following cases: (1) Nicasio Valle, (2) Juan Reyes, (3) Manual Sainz Casals, (4) Antonio Aragon Gomez. The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoners: (1) Juan Santa Cruz Valdes, (2) Jose Maria Gonzalez, (3) Vicente Garcia Diaz, (4) Ruperto Larrazabal Baro, (5) Generoso Hernandez Arguelles, (6) Pedro Pablo Martinez, (7) Adolfo Casanova Arango, (8) Cecilio Hernandez, (9) Jose Jesus Acan, (10) Jose Eleno Lopez, (11) Francisco Rodriguez Roque, (12) Emilio Valdes Selpa, (13) Federico Carcases Madera, (14) Antonio Gonzalez Laredo, (15) Daniel Fresneda y Fresneda, (16) Francisco Valdes Castellano, (17) Francisco Reyes, (18) Jose de la Cruz Averhoff, (19) Jose Gonzalez Rodriguez, (20) Eusebio Suse, (21) Venancio Abreu Rodriguez, and (22) Dimas Hernandez.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged, and will institute measures to set them at liberty at once.

III. Penal action is hereby declared ended against the prisoner Juan Diaz Valles in any and all proceedings that may be pending against him, and he will be set at liberty May 10, 1900, the date of his ending the sentence he is now serving.

Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

The above-named persons are all in the presidio or cárcel of Habana, except Venancio Abreu Rodriguez and Dimas Hernandez who are in the carcel of Cardenas.

Adna R. Chaffee,
Brigadier-General, Chief of Staff.

No. 44.

Headquarters Division of Cuba,
Habana, January 27, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following:

I. Angel Revuelta, mayor of Sagua de Tanamo, province of Santiago de Cuba, having been suspended from office by the military governor of the department of Santiago de Cuba, the suspension is hereby approved and the office is declared vacant.

II. The civil governor of Santiago de Cuba will proceed at once to the reorganization of the ayuntamiento of Sagua de Tanamo, of the same province, in accordance with the provisions of the existing municipal law.

III. The ayuntamiento, as soon as it is reorganized, shall forward ternary lists, in accordance with articles 49 and 50 of the aforesaid municipal law, for the appointment of mayor and assistant mayors to fill vacancies.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 45.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 27, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignations:

Province of Habana—Guira de Melena: To be second assistant mayor, Abelardo Sosa, vice Octaviano Herrera, resigned. Isle of Pines: To be first assistant mayor, Matias Ortiz y Hierro, vice Manuel Blanco, resigned.

Province of Matanzas—Matanzas: To be first assistant mayor, Narciso Davalos y Dominguez, vice Joaquin Ferreiro, resigned; to be third assistant mayor, Leopoldo Canton y Vicente, vice Luis Dulzaides, resigned.

Province of Santa Clara—Santa Clara: To be third assistant mayor, Enrique Canal Becali, vice Damian Silva, resigned; to be fifth assistant mayor, Fernando Graso Valdes, vice Eugenio Ledon, resigned. The resignation of Luis Guerra Perez, as second assistant mayor of San Juan y Martinez, province of Pinar del Rio, having been submitted, is hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 46.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 30, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs—

Full pardon of the unexpired time of sentence in the following cases: (1) Lucia Suarez, (2) Nieves Rodriguez Monterrey, (3) Benita Pinto Hernandez, (4) Benigna Larrinaga Lopez, and (5) Nicolasa Pesante Monagas. The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoners: (1) Petrona Suarez Blanco, (2) Antonia Collado Matamoro, (3) Juana Poverana, and (4) Rosario Gato Padron.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these women for the offenses with which they now stand charged, and will institute measures to set them at liberty at once.

Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

The above-named persons are all in the casa de recogidas of Habana.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 47.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 31, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. The institutes (institutos de segunda enseñanza) of Santa Clara, Puerto Principe, and Santiago de Cuba shall be reestablished on February 1, 1900.

II. The herein-named persons are hereby appointed to fill the following professorships in the Institute of Santa Clara: Spanish grammar (first and second year), Angel Plaza; Latin grammar (first and second year), Pedro Camps y Camps; rhetoric and poetic art, psychology, logic, and ethics, Manuel Felipe Ledon; universal geography and history of America and Cuba, Jose Maria Concepcion; universal history and civic instruction, Benito Besada Fernandez; higher arithmetic, algebra, and trigonometry, etc., Julio Jover y Anido; geometry and physics, Juan Rojas; anatomy, physiology and hygiene, and natural history, Pedro Cue; chemistry and agriculture, Federico Alvarez de la Campa; English (four years), Frank Agramonte; French (four years), Rafael Martinez Ortiz.

III. Manuel Felipe Ledon, appointed professor of rhetoric and poetic art, psychology, logic and ethics, will fulfill the duties of director of said institute.

IV. The herein-named persons are hereby appointed to fill the following professorships in the Institute of Puerto Principe: Spanish grammar (first and second year), Antonio P. Pichardo; Latin grammar (first and second year), Francisco Perez Vizcaino; universal geography and history of America and Cuba, Luis Vilardell; universal history and civic instruction, Temistocles Betancourt; rhetoric and poetic art, psychology, logic and ethics, Augusto Betancourt; higher arithmetic and physics, Octavio Freire; geometry, algebra, and trigonometry, etc., Florentino Romero; anatomy, physiology and hygiene, and natural history, Manuel Ramon Silva; chemistry and agriculture, Antonio Moya Pichardo; English (four years), Ricardo Hernandez; French (four years), Mariano Aguero.

V. Manuel Ramon Silva, appointed professor of anatomy, physiology and hygiene, and natural history, will fulfill the duties of director of said institute.

VI. The herein-named persons are hereby appointed to the following professorships in the Institute of Santiago de Cuba: Spanish grammar (first and second year), Luis Hechavarria; Latin grammar (first and second year), Francisco Marcer; universal geography and history of America and Cuba, Luis Fernand y Marcane; universal history and civic instruction, Luis Garriga; rhetoric and poetic art, psychology, logic and ethics, Ignacio Santa Cruz Pacheco; higher arithmetic and natural history, Silvestre Castillo; geometry, algebra, and trigonometry, Faustino Manduley; anatomy, physiology and hygiene, and agriculture, Jose N. Ferrer; physics and chemistry, Guillermo Fernandez Mascaro; English (four years), Ricardo Navarro; French (four years), Federico Rey.

VII. Guillermo Fernandez Mascaro, appointed professor of physics and chemistry, will fulfill the duties of director of said institute.

VIII. The classes of agriculture shall be daily in all the institutes of the island.

IX. The position of instructor of gymnastic and military exercises shall not be filled till the following academic year.

X. An assistant professor in belles-lettres and one in sciences in each of the institutes shall be appointed by the secretary of public instruction upon recommendation of the respective faculties. If, in any case, there should not be unanimity, the names of all persons who have obtained votes shall be mentioned, together with the number of votes obtained by each one. The names of the persons voting shall, however, be omitted. The rector of the university shall appoint the secretary of each institute upon the recommendation of its director.

XI. The academic session shall begin February 16, 1900. The ordinary matriculation lists will be open from the 1st to the 15th of February, and the extraordinary lists from the 16th to the 28th, same month. In view of the tardiness in reopening the institutes, the session shall end July 15; the ordinary examinations shall be held from the 16th to the 31st of July, and the extraordinary ones shall range through the month of September.

XII. All dues for registry of matriculation and graduation, as well as the so-called academic fees, shall be paid to the State, in the same manner as the matriculation dues.

XIII. The annual salary of the professors shall be $1,500; assistant professors, $800, whenever they fill a vacant chair or one whose incumbent receives no salary, and $600 in all other cases.

The director shall receive $1,000 a year, the secretary $500, and the assistant professors in charge of the laboratories and cabinets $200 a year in addition to their regular salaries.

In each institute there shall also be one clerk in the secretary's office at $800 a year, one clerk at $600 a year, one beadle at $600 a year, one porter at $400 a year, one laborer at $300 a year.

The sum of $900 shall be granted annually for the purchase of material, to be divided equally among the secretary's office, the chemical laboratory, the physical, natural history, and agricultural cabinets, and library.

Four hundred dollars shall be granted annually for expenses of cleaning and preserving the building, and $100 annually for the purchase of material of other kinds and for incidentals.

XIV. Each institute shall be granted once the sum of $1,000 for the purchase of furniture, expenses of installation, etc., to be obtained in the usual legal form.

XV. The reopening of the Pinar del Rio Institute and the reorganization of the Matanzas Institute will be the subject of a new order.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 48.

HEADQUARTERS DIVISION OF CUBA,
Habana, January 31, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs:

I. Full pardon of the unexpired time of sentence in the following case: Luis Peñalta, who is in the presidio of Habana. The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoners:

a. (1) Laureano Alvarez Suarez, who is in the carcel of Habana.

b. (1) Manuel Rodriguez Fernandez, (2) Esteban Vega Molinares, (3) Sabino Mendez Castro, (4) Felipe Cristan Alfonso, (5) Jose Esteban Mondejo, (6) Francisco Sicre Grave de Peralta, (7) Nicolas Lendian y Canet, (8) Juan Lopez Morell, (9) Hermenegildo Arenas, (10) Felipe Vega Rodriguez, who are in the carcel of Guanabacoa.

c. (1) Antonio Gonzalez, (2) Manuel Tamayo, (3) Pedro Casanas, (4) Lazaro Diaz Chavez, (5) Santiago Sanchez, (6) Jose de la Luz Rodriguez, (7) Celestino Artega, (8) Jose Chavez Mondejar, and (9) Jorge Sosa Acan, who are in the carcel of Colon.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged, and will institute measures to set them at liberty at once.

Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 49.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 1, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the following transfers: Jorge C. Milanes y Figueredo, associate justice of the audiencia of Santiago de Cuba, to the audiencia of Puerto Principe; Jose Ramirez Alonso, associate justice of the audiencia of Puerto Principe, to the audiencia of Santiago de Cuba; Fernando Salcedo y Bonastra, judge of primera instancia of the northern district of Santiago de Cuba, to the court of the palacio district of Matanzas; Sixto Jose Vasconcello, judge of primera instancia of the palacio district of Matanzas, to the court of the northern district of Santiago de Cuba.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 50.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignation:

I.

Province of Pinar del Rio—Consolacion del Norte: To be second assistant mayor, Domingo Luis Sanchez; to be third assistant mayor, Jose Benigno Gangonelly Ascuy.

Guanajay: To be mayor, Francisco Oberto Zaldivar; to be first assistant mayor, Jaime Codina Nodal; to be second assistant mayor, Jose Chaple Galvez; to be third assistant mayor, Ambrosio Díaz Armenteros. San Diego de los Baños: To be first assistant mayor, Fernando Medina Gonzalez; to be second assistant mayor, Jose Encinosa Rodriguez.

Province of Habana.—Guara: To be mayor, Rogelio Perez Alfonso; to be first assistant mayor, Hilario Gonzalez Velazquez; to be second assistant mayor, Antonio Rodriguez Garcia.

Province of Matanzas.—Guamacaro: To be first assistant mayor, Eduardo Dorticas y Anido; to be second assistant mayor, Eduardo Booth Lamy; to be third assistant mayor, Francisco Nieto Borroto.

Province of Santa Clara.—Yaguajay: To be first assistant mayor, Eliodoro Cruz Prieto; to be second assistant mayor, Virginio Benitez. Rancho Veloz: To be mayor, Alfredo Leiseca Sanson.

II.

The resignation of Esteban Leiseca as first assistant mayor of Rancho Veloz, province of Santa Clara, having been submitted, is hereby accepted.

Adna R. Chaffee,
Brigadier-General, Chief of Staff.

No. 51.

Headquarters Division of Cuba,
Habana, February 5, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignation:

I.

Province of Pinar del Rio.—Consolacion del Norte: To be mayor, Claudio Fuentes Cruz.

Province of Santa Clara.—Calabazar: To be first assistant mayor, Juan P. Quijano y Benito, vice Ramon Maria Valls, resigned.

II.

The resignation of Jose G. Dominguez as mayor of Perico, province of Matanzas, having been submitted, is hereby accepted.

Adna R. Chaffee,
Brigadier-General, Chief of Staff.

No. 52.

Headquarters Division of Cuba,
Habana, February 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. Assistant professors of the university and institutes of this island shall be appointed by the secretary of public instruction upon the recommendation of the faculties of the respective schools of said university and institutes. If there should not be unanimity, the names of all candidates who have obtained votes shall be mentioned, together with the number of votes obtained by each one. The names of the persons voting shall, however, be omitted.

II. Heads of laboratories and clinics shall be appointed by the secretary of public instruction upon the recommendation of the faculty of the school of medicine; the latter will consider the report of the respective professors of the branches wherein the appointments are to be made.

III. Assistants to professors in the school of medicine shall be appointed by the faculty of said school upon the recommendation which the respective professors may make of students who have obtained the mark of "excellent" in the branch for which they are proposed.

IV. Heads of laboratories and clinics, as well as assistants to professors in the schools of sciences and pharmacy, must hold the title of licentiate or doctor in the respective schools. Assistant professors of the university must hold the title of doctor in the school in which they are appointed, and those of the institutes must hold the title of licentiate or doctor in philosophy and belles-lettres and sciences, engineering or architecture, according to the section to which they are to be appointed.

V. Seniority and precedence of the professors of the university and institutes shall be determined by the date of taking possession of office, accepting in regard to those confirmed the list of incumbents approved January 29, 1895, if they appear thereon, and if not, the order of precedence shall be determined by the date of their confirmation. Seniority of all who, like the ones appointed, may have taken possession upon the same date shall be determined by the date of their degree of doctor. Seniority of professors holding degrees of the same date shall be determined by priority of graduation, and a like rule shall apply to all who upon taking possession were only licentiates.

VI. The secretary of public instruction is hereby charged with the formation of the general roll of the faculties and other personnel of the university and institutes in accordance with the preceding rules and whenever he may deem proper.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

No. 53.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 8, 1900.

The military governor of Cuba directs the publication of the following order:

The right to denounce and, after compliance with the conditions prescribed by law, to acquire title to a mining claim in the island of Cuba is a right assured by the provisions of the mining law as it existed in Cuba prior to the American occupation and as it has continued to be in force since.

In availing themselves of this right Cubans and foreigners alike merely exercise a universal right conceded to citizens of all countries. The fact that in the exercise of this right exclusive ownership of the mining property results is not sufficient to bring mining claims within the terms of the Foraker resolution, prohibiting the granting of special concessions or franchises in the island of Cuba during the continuance of American authority over the island.

To hold otherwise would be to hold that by a provision appended to an appropriation bill passed by the Congress of the United States the law of the land for the island of Cuba could be modified to the serious prejudice of many individuals, Cubans and foreigners alike; and there is no reason to believe that it was the intention of Congress to withdraw rights and privileges previously existing in Cuba. Such action would be positively detrimental to the interests of the island in the highest degree.

It is believed, therefore, that it is merely a ministerial duty on the part of civil governors of provinces to execute and deliver deeds to mining claims when the same have been properly denounced and all the conditions prescribed by the mining laws have been complied with by the locators.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

[Corrected copy.]

No. 54.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 8, 1900.

The military governor of Cuba directs the publication of the following order:

I. Monthly inspections of all charitable institutions and hospitals that are supported wholly or in part by the State will be made by an officer, preferably by a medical officer, charged with this duty by each department commander.

The purpose of the inspection will be to determine, for the information of the department commander, whether or not the institutions are maintained in a thoroughly proper and efficient manner.

If the department commander becomes satisfied from reports made to him that any institution is inefficiently managed, full report of the cause of inefficiency, with his recommendations, will be forwarded to these headquarters.

II. Specified sums of public funds which have heretofore or may hereafter be allotted to hospitals and asylums for their proper maintenance, pursuant to instructions from these headquarters, will be invoiced for March and subsequent months to the official in charge of the institution by the provincial administrator of hacienda, and proper receipts will be taken for the funds invoiced; the official in charge will make the disbursements for the institution.

III. Itemized bills in duplicate, specifying price per item, shall be required from all creditors, and the account will be stated for payment on Form 09, finance department, the creditor's bill to be attached to said form.

The personnel of the institutions will be paid on roll (Form 05, finance department).

Return of expenditures will be made monthly in duplicate by the official in charge of the institutions (account current, Form 010, finance department).

One copy of the account current, supported by vouchers, will be sent to the auditor for the island of Cuba, Habana, Cuba; one copy, with vouchers, to be filed with the records of the institution and be a matter for monthly inspection and report.

IV. Blank forms for the rendition of accounts will be furnished by the auditor on request being made to him direct.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 55.

Headquarters Division of Cuba,
Habana, February 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following resignation and appointments:

I. The resignation of Vidal Morales y Morales as associate justice of the audiencia of Matanzas, due to his acceptance of the office of chief of archives of the island of Cuba, having been submitted, is hereby accepted.

II. To be associate justice of the audiencia of Matanzas, Adolfo Plazaola y Cotilla, at present fiscal of the audiencia of Pinar del Rio.

To be fiscal of the audiencia of Pinar del Rio, Jose Ignacio Travieso y Lopez, at present assistant fiscal of said court, vice Adolfo Plazaola y Cotilla.

To be assistant fiscar of the audiencia of Pinar del Rio, Lorenzo Guerra, at present clerk of said court, vice Jose Ignacio Travieso y Lopez.

To be clerk of the audiencia of Pinar del Rio, Jose Maria Velez Vazquez, vice Lorenzo Guerra.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 56.

Headquarters Division of Cuba,
Habana, February 9, 1900.

The military governor directs the publication of the following:

A board to consist of Maj. Eugene F. Ladd, U. S. V., treasurer of the island; W. H. Emery, auditor of the island; Ernesto Fonts y Sterling, auditor of internal revenues, is hereby constituted to formulate plans and devise blank forms necessary for the safe keeping and proper disposition of all property purchased by the State for any purpose and which rightfully belongs to it. The board will recommend upon whom the responsibility for this property shall rest and by whom returns for it shall be made, how often, and to whom.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 57.

Headquarters Division of Cuba,
Habana, February 9, 1900.

The military governor of Cuba directs the publication of the following order:

All insane persons in the island of Cuba who are held in prisons or other public institutions will be sent under proper protection to Habana for treatment in the hospital for the insane.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 58.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. On and after the 15th day of February, 1900, there shall be established in the building known as the "police court" a special court to be designated "juzgado de guardia." The jurisdiction of this court shall be limited to criminal matters, and it shall hold its session only between the hours of 5 o'clock p. m. each day and 8 o'clock a. m. of the day following.

II. The judges of instruction and the municipal judges of Habana shall sit in this court consecutively, strictly in the order fixed by the dean among said judges, during the aforesaid hours. All substitutions of judges in holding this court are prohibited unless the judge whose turn it is to sit may not be able to serve on account of sickness, in which case his inability to serve must be attested beforehand, in proper time before the dean, by sworn certificate signed by two physicians as to the cause thereof.

III. The dean of the judges of Habana will have charge of the installation of this court and make such arrangements relative to its establishment as may be necessary.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 59.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 9, 1900.

Upon the recommendation of the secretary of public instruction, the military governor directs the publication of the following order:

The library of Matanzas, established by virtue of an agreement with the suppressed "diputación provincial" of date of December 7, 1898, is hereby announced as a public library, reserving to the depositors whatever rights they may possess for the deposits they have made and to the Institute of Matanzas the legal proprietorship of what constituted its private library on the date above mentioned.

The civil governor of the province of Matanzas will take possession, temporarily, of the public library hereby established and will carry out the provisions of this decree.

In order to decide the pending question in regard to the assistant librarian the civil governor will forward a report to these headquarters, in accordance with the laws now in force, for the consideration of the military governor, and meanwhile he will appoint provisionally an assistant librarian for said library.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 60.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agriculture, commerce, and industries, directs the publication of the following order:

I. The office of provincial inspector of forests is hereby constituted, whose duty it shall be to watch over the woods and forests belonging to the state throughout the island of Cuba and adjoining territory.

II. The following appointments are made to date from February 10, 1900: To be provincial inspector of forests of the province of Habana, Antonio Varana y Miranda; to be provincial inspector of forests of the province of Pinar del Rio, Pedro Diaz y Molina; to be provincial inspector of forests of the provinces of Matanzas and Santa Clara, Juan Veloso; to be provincial inspector of forests of the province of Puerto Principe, Maximiliano Ramos; to be provincial inspector of forests of the Bayamo, Manzanillo, and Holguin districts, in the province of Santiago de Cuba, Jesus Rabi; to be provincial inspector of forests of the Guantanamo and Baracoa districts, in the province of Santiago de Cuba, Augustin Cebreco.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 61.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 10, 1900.

The military governor, upon the recommendation of the Secretary of public works, directs the publication of the following order:

The Cuban Electric Company, the present concessionary of the railroad between Regla and Guanabacoa, known as "La Prueba Railroad," is hereby authorized to substitute the electric system known as the "double aerial trolley system" for the steam motive power now in use on its lines and to extend its lines in accordance with the concession granted it on July 25, 1896, and to perform such provisional work as is necessary for carrying into effect the proposed change in the system of motive power, subject to the following provisions:

I. All work shall be executed in strict accordance with the plan submitted by the company and approved by the secretary of public works.

II. All modifications to the plan which may become necessary to introduce during the progress of the work must receive the approval of the secretary of public works before being carried out.

III. The work, while in course of execution, must not be allowed to interfere with or hinder the public service and traffic.

IV. The right of way occupied by the railroad shall be kept in repair by and at the cost of the railroad company.

V. The inspection and supervision of the work will be subject to the provisions of the railroad law on such matters; and whatever concerns ornamentation and the observance of other municipal ordinances shall be subject to the municipal authorities through their proper agents. The expense of these inspections and supervisions shall be borne by the company.

VI. The company agrees to submit for approval the regulations concerning public security, it being understood with respect to speed that it shall not exceed 6 kilometers per hour within city limits.

VII. This decree imposes no obligation upon the state; it is without detriment to the terms and conditions of the original concessions, without detriment to third parties, and leaves the right of property fully protected.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 62.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

So much of Paragraph XL, Order No. 80, series of 1899, as refers to the audiencia of Habana is amended to read as follows:

The sum granted said audiencia for the purchase of material shall be $3,600 annually in lieu of the amount therein stated.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 63.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 12, 1900.

The military governor, upon the recommendation of the secretary of finance, directs the publication of the following order:

The personnel of the provincial and branch administrations of the department of finance shall be increased by one clerk (fourth class) and two assistant clerks in each of the provincial administrations of Pinar del Rio, Matanzas, Santa Clara, Puerto Principe, and Santiago de Cuba; one clerk (fifth class) and one assistant clerk (second class) in each of the branch administrations of Cardenas, Cienfuegos, Sagua la Grande, and Holguin; one assistant clerk (first class) in each of the branch administrations of Remedios, Trinidad, Manzanillo, Guantanamo, and Baracoa.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 64.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 13, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The municipal district of Jovellanos is hereby separated from the registry of property of Colon and added to the registry of property of Cardenas.

II. The secretary of justice shall have charge of the fulfillment of the provisions of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 65.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 13, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. The herein-named persons are hereby appointed to fill the following professorships in the Institute of Pinar del Rio: Spanish grammar (two years, daily), Faustino Pino; Latin grammar (two years, daily), Rodolfo R. de Armas; universal history and civic instruction, Leandro G. Alcorta; universal geography and history of America and Cuba, Francisco Paulino Dihins; rhetoric and poetic art and psychology, logic, and ethics, Jose Miro y Castro; geometry, algebra, and trigonometry, Pedro Marquez; higher arithmetic and agriculture, Gabriel Diaz y Martinez; physics and chemistry, Eugenio Cuesta; anatomy, physiology and hygiene, and natural history, Daniel P. Gispert; English (four years, alternate days), Emilio Aymerich; French (four years, alternate days), Maximino Arias Sagreda.

II. Leandro G. Alcorta, appointed professor of universal history and civic instruction, will fulfill the duties of director of said institute.

III. The herein-named persons are hereby appointed to fill the following professorships in the Institute of Matanzas: Spanish grammar (two years, daily), Jose A. Rodriguez Garcia; Latin grammar (two years, daily), Agustin Penichet; universal history and civic instruction, Emilio Blanchet; universal geography and history of America and Cuba, Mateo I. Fiol; rhetoric and poetic art and psychology, logic, and ethics, Miguel Garmendia; higher arithmetic, algebra, and trigonometry, Claudio Dumas; geometry and agriculture, Julio J. Pastoriza; physics and chemistry, Juan Michelena; anatomy, physiology and hygiene, and natural history, Eduardo Diaz Martinez; English (four years, alternate days), Guillermo Schweyer; French (four years, alternate days), Bernardo Bordenave.

IV. Eduardo Diaz Martinez, appointed professor of anatomy, physiology and hygiene, and natural history, will fulfill the duties of director of said institute.

V. Paragraphs VIII, IX, X, XII, and XIII of Order No. 47, dated January 31, 1900, shall apply to the two institutes hereby reorganized.

VI. The academic session of the Pinar del Rio Institute shall begin March 1, 1900. The ordinary matriculation lists will be open from the 16th to the 28th of February, and the extraordinary lists from the 1st to the 15th of March. The entrance examinations will take place during the first-mentioned period. In view of the tardiness in reopening said institute the session shall end July 31, the ordinary examinations shall be held from the 1st to the 15th of August, and the extraordinary ones shall range through the month of September.

VII. The Institute of Pinar del Rio shall be granted once the sum of $1,000 for purchase of furniture, expenses of installation, etc., to be obtained in the usual legal form.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 66.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignations:

Province of Pinar del Rio.—Consolacion del Norte: To be mayor, Claudia Fuentes Cruz.

Province of Habana.—San Pablo de Bainoa: To be mayor, Fernando Perdomo Sanchez; to be first assistant mayor, Pedro Fernandez de Castro; to be second assistant mayor, Jose Tremoleda Diaz. San Nicolas: to be mayor, Ignacio F. Pizarro y Garcia, vice Alfredo Grovas y Badia, resigned. Alquizar: To be second assistant mayor, Venancio Alonso y Castaneda, vice Marcos Alvarez, resigned.

Province of Matanzas.—Cardenas: To be mayor, Carlos Maria de Rojas y Cruzat, vice Fernando Mendez Capote, resigned.

Province of Santa Clara.—Palmira: To be second assistant mayor, Francisco Puig y Lapinell, vice Julian Capote, resigned; to be third assistant mayor, Ramon Abreus y Alonzo, vice Eduardo Torres, resigned.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 67.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 14, 1900.

The military governor of Cuba directs the publication of the following order:

Hereafter all public work of whatever nature which is paid for from the revenues of the island will, as far as practicable, be done under contract after due advertisement and competition.

Contract will be awarded to the lowest responsible bidder by the chief of the bureau inviting proposals upon filing with the contract properly executed bonds for the faithful performance of the proposed work.

When it is not practicable or advisable to make contracts for public works that have been authorized, immediate report of this fact will be made to these headquarters and authority obtained to proceed without (as in cases where no bids have been received after due advertisement, or in the matter of building or repairing public roads, when it is desirable that the work be performed by the residents living along the highway, etc.).

Any and all bids can be rejected by the government for proper cause.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 68.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 14, 1900.

The military governor of Cuba directs the publication of the following order:

The duty of disbursing officer by any official of the auditing department is hereby forbidden.

The auditor of the island of Cuba is charged with seeing to the observance of this decree and will report any infraction of it to these headquarters.

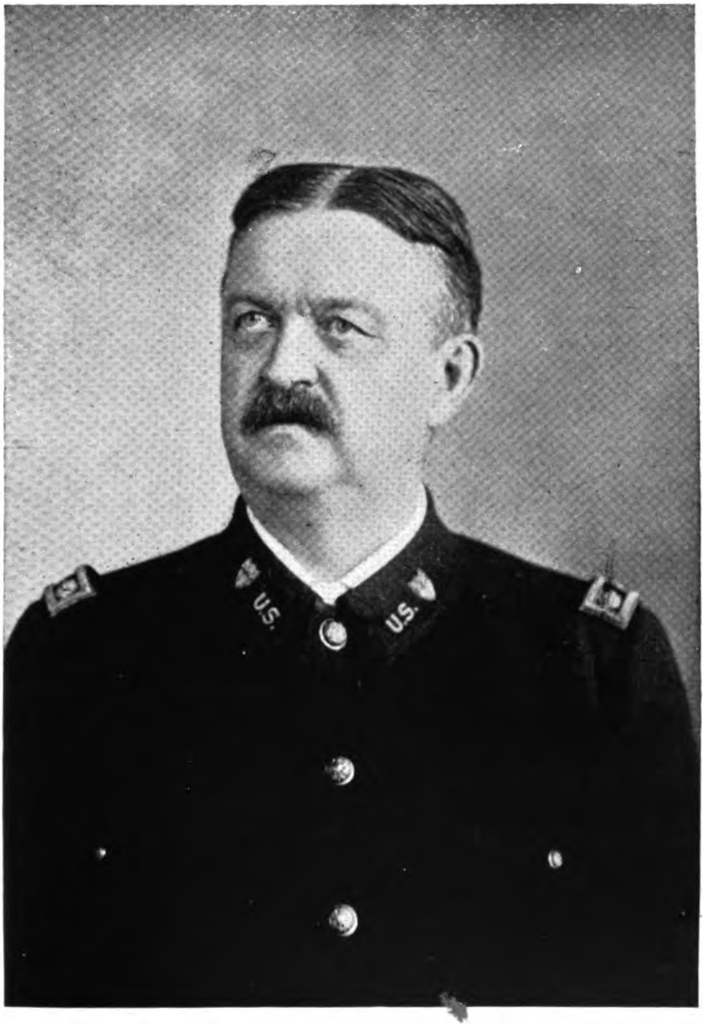
ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 69.

HEADQUARTERS DIVISION OF CUBA.
Habana, February 14, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs:

I. Full pardon of the unexpired time of sentence in the following cases: *a.* (1) Eduardo Gonzalez, (2) Enrique Picon Fernandez, who are in the cárcel of Santa Clara; *b.* (1) Daniel Aldama, (2) Saturnino Zamora, (3) Luciano Gutierrez, who are in the cárcel of Matanzas.



LIEUT. COL. W. V. RICHARDS, ADJUTANT-GENERAL, DIVISION OF CUBA,
HABANA, CUBA.

The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoners:

a. (1) Florentino Sanchez, (2) Doroteo Valdes, (3) Carlos Lopez Claro, (4) Victoria Alegre Ruano, (5) Mateo Ruiz, (6) Rafael Pulido Alejos, (7) Sebastian Perez y Perez, (8) Manuel Munoz Obregon, (9) Antonio Sarda Guardiola, (10) Elias Carrera, (11) Manuel Bua Exposito, (12) Emilio Gomez Noval, (13) Jose Ines de Dios Castillo, (14) Celedonia Barbolla y Miorjeva, and (15) Clemente More, who are in the cárcel of Santa Clara.

b. (1) Isauro Fernandez Alvarez, (2) Benito Duquez Ravi, (3) Hipolito Baro, (4) Antonio Alfonso, (5) Camilo Draque, (6) Jose de la Luz Hernandez, (7) Pedro Cardenaz, (8) German Rodriguez, (9) Juan Gonzalez, (10) Antonio Martinez Fulgan, and (11) Zacarias Rivas Garcia, who are in the cárcel of Sagua.

c. (1) Francisco Castro, (2) Severino Canales, (3) Luis Torres Bea, (4) Teofilo Quesada, (5) Francisco Quesada, (6) Rafael Salomon, (7) Celestino Dominguez, (8) Miguel Gomez Perez, (9) Jose Cardenas Montane, (10) Donato Barnueva, (11) Felix Echavarria Santos, (12) Patricio Hernandez, (13) Pascual Delgado, (14) Amado Bello, (15) Jose Ines Fernandez, (16) Felipe Perez Rodriguez, and (17) Guillermo Izquierdo, who are in the cárcel of Remedios.

d. (1) Altagracia Diez, (2) Coleta Zayas, (3) Asuncion Fumero, (4) Baldomero Moliner, (5) Severino Moliner, (6) Zacarias Portillo, (7) Francisco Sotolongo, (8) Ramon Alfonso, (9) Cipriano Valladares, and (10) Santiago Sanchez, who are in the cárcel of Alacranes.

e. (1) Manuel Sorribas Borreiro, (2) Martin Cortina Valdes, (3) Pedro Oliva Quintero, (4) Marcelino Pedroso, (5) Antonio Escribano Rabadan, (6) Amado Ramos, (7) Octavio Valdes, and (8) Adolfo Agues y Perez, who are in the asilo de San Jose.

f. (1) Bienvenido Basan, (2) Manuel Arnao, (3) Juan Vives, (4) Facunda Vergara, (5) Emilio Basan, (6) Jesus T. Garrido, (7) Augusto F. Rodriguez, (8) Fermin Acea, (9) Antonio Sosa, (10) Jose Perez, (11) Victoriano Ibanez, (12) Martin Pagola, (13) Simon Armenteros, (14) Alejandro Guerrero, (15) Jose J. Abreus, (16) Francisco Crespo, (17) Jose Salazar, (18) Jose Garcia, (19) Celestino Matos, (20) Victoriano Moret, (21) Jose Estrada, (22) Manual Estrada, (23) Juan Perez, (24) Juan del Hoyo, (25) Manuel Machin, (26) Ventura Silva, (27) Wenceslao Rodriguez, (28) Jose Sosa, (29) Braulio Quesada, (30) Miguel Martinez, (31) Dionisio Potrille, (32) Pablo Rodriguez, (33) Jesus Sarria, (34) Ramon Ortiz, (35) Teodoro Perez, (36) Miguel Ojeda, (37) Julian Soria, (38) Nicolas Guzman, (39) Saturnino Irizar, (40) Eustaquio Soldivar, (41) Juan Perez, (42) Juan Saiz, (43) Rufino Canton, (44) Nazario Conde, (45) Manuel Perez, (46) Jose Sousa, (47) Eusebio Rodriguez, (48) Martin Alonso, (49) Jose Lara, (50) Jose Navarro, (51) Marcelino Roque, (52) Mariano Martinez, (53) Vicente Soto, (54) Eugenio Farrugia, (55) Arcadio Herrera, (56) Jose Fuero, (57) Venancio Acea, (58) Julio Osa, (59) Agustin Morales, (60) Agripino Sardinas, (61) Cayetano Iznaga, (62) Francisco Arrubarrena, (63) Alberto Macias, (64) Rafael Nodal, (65) Angel Lopez, (66) Norberto Diaz, (67) Jose Diaz, (68) Rafael Bermudes, (69) Antonio Diaz, (70) Pedro Moya, (71) Gregorio Torrijo, (72) Domingo Sanchez, (73) Juan Reyes, (74) Manuel Cortina, (75) Andres Hernandez, (76) Vicente Alfonso, (77) Antonio Rodriguez, (78) Luis Soriano, (79) Panfilo Chansal, (80) Jose Tartabull, (81) Veneranda Ruíz, (82) Celestino Rivas, (83) Miguel Hurtada, (84) Jose Leon, (85) Nazario Santa Maria, (86) Eusebio Jimenez, (87) Miguel Stewart, (88) Casimiro Ortiz, (89) Jose Leiva, (90) Jose Cruz, (91) Jose L. Fernandez, (92) Juan Armenteros, (93) Antonio Cuesta, (94) Isidro Terry, (95) Eusebio Penalver, (96) Vicente Herrera, (97) Leopoldo Herrera, (98) Pedro Barrero, (99) Jose Bermudez, (100) Nicolas Urquiza, (101) Alejandro Fidel, (102) Francisco Santaya, (103) Marcelina Zanoletti, (104) Francisco Mora, (105) Domingo Mora, (106) Vicente Jaurez, (107) Ciriaco Martinez, (108) Teodoro Domi, (109) Isidro Estrada, and (110) Manuel Abreus, who are in the carcel of Cienfuegos.

g. (1) Luciano Peraza, (2) Luciano Nogueira, and (3) Domíngo Arastia, who are in the carcel of Matanzas.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged and will institute measures to set them at liberty at once.

Without any appeal therefrom, the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 70.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

So much of Paragraph VIII, Order 80, series of 1899, as refers to the subordinate employees of the office of the secretaries pertaining to the criminal court of the audiencia of Habana is amended to read as follows:

There shall be 3 clerks and 6 subordinate clerks for the office of each secretary pertaining to the criminal court of the audiencia of Habana.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 71.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The municipal court of Baja, province of Pinar del Rio, which is at present located in the hamlet of Rio del Medio, will be provisionally and until further orders established in the Embarcadero Dimas, preserving jurisdiction over the same territory that was assigned to it in the existing territorial division.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 72.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointment: To be substitute justice of the audiencia of Habana, Evelio Rodriguez Lendian, vice Eduardo Desvernine y Galdos, resigned.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 73.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 16, 1900.

The military governor of Cuba directs the publication of the following:

The herein-named persons are designated as a commission to draw up rules and regulations to govern municipal elections: Diego Tamayo y Tejeda, Luis Estevez y Romero, Juan Bautista Hernandez y Barreiro, Enrique Jose Varona, Juan Rius Rivera, Manuel Sanguily, Fidel Pierra, Jose Maria Galvez, Rafael Montoro, Antonio Govin, Jose Garcia Montes, Eusebio Hernandez, Martin Morua Delgado, J. E. Runcie, and Horatio S. Rubens.

The commission will meet at 104 Prado as soon as practicable. The services of the commission being voluntary, are without salary.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 74.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 16, 1900.

The military governor of Cuba directs the publication of the following order:

At all public offices where records or funds are kept the custodian thereof is allowed to keep in such office arms and ammunition necessary for proper protection of the funds and property under his charge.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 75.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. For the better exercise of public service and in the interest of the residents of the municipal district of San Pablo de Bainoa, the capital thereof, at present situated in the town of Caraballo, is hereby transferred to the town of Bainoa.

II. The civil governor of Habana is charged with the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 76.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. The herein named persons are hereby appointed to the following professorships in the Habana Professional School of Painting and Sculpture: Elementary, Ricardo de la Torriente; ancient Greek, Luis Mendoza y Sandrino; coloring, Leopoldo Romañach; landscape, Armando Menocal; perspective, pictorial anatomy, and history of art, Miguel Melero y Rodriguez.

II. Appointment to the chair of sculpture will not be made till the following academic year. The duties attached thereto shall be fulfilled provisionally, this session, by the professor of ancient Greek, who shall receive as compensation 20 per cent of the regular salary attached to the office instead of the 40 per cent prescribed in the general provisions of the order published by the secretary of justice and public instruction (Gazette, December 8, 1899), complementary to Order No. 212 of these headquarters.

III. The position of assistant professor shall be filled upon the recommendation of the faculty of the school.

IV. Miguel Melero y Rodriguez, appointed professor of perspective, pictorial anatomy, and history of art, will fulfill the duties of director of said school.

V. The annual salaries of professors shall be $1,500 and that of the assistant professor $700.

The director shall receive $500 and the secretary $200 annually in addition to their regular salaries.

In the school there shall also be: one clerk at $500 a year, one janitor at $600 a year, and one porter at $300 a year.

The school shall be granted annually $600 for lights, maintenance, prizes, and models.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 77.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. The office of assistant librarian in the library of the Institute of Santiago de Cuba is hereby created, with the annual salary of $1,200, United States currency or its equivalent.

II. Enrique Trujillo is hereby appointed assistant librarian in the Institute of Santiago de Cuba.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 78.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. The academic year of 1898-99 is hereby declared ended November 9, 1899, in regard to whatever the order of May 18, 1899 (published by the secretary of justice and public instruction), provides concerning diplomas issued by institutions of learning legally recognized by the Spanish Government and the studies pursued therein.

II. The following sums are hereby granted for the rental of buildings to be occupied by the herein-mentioned institutes: Institute of Santa Clara ($636) increased to $703.08, March 21; Institute of Puerto Principe, $600; Institute of Santiago de Cuba, $1,428. Payment shall be monthly, and in United States currency or its equivalent.

III. So much of Paragraph II, Order No. 47, of these headquarters, dated January 31, 1900, as refers to Angel Plaza and Jose Maria Concepcion, professors of Spanish grammar and universal geography and history of America and Cuba, respectively, in the Institute of Santa Clara, shall be modified to read as follows: Spanish grammar, Angel Haza; universal geography and history of America and Cuba, Jose D. Concepcion.

IV. The subdirector of each institute in the island shall be appointed by the secretary of public instruction upon the recommendation of the director of said institution.

V. The secretary of the professional school of painting and sculpture of Habana shall be appointed by the secretary of public instruction upon the recommendation of the director of said institution.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 79.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 20, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agriculture, commerce, and industries, directs the publication of the following order:

I. The college of brokers, as provided for in the regulations approved by royal decree April 17, 1883, shall be continued as an organization subject to said regulations and the amendments contained in this order.

II. Commercial brokers who desire to pursue their occupation under legal conditions may do so by applying to the department of agriculture, commerce, and industries for the proper license within the period of thirty days from the date of this order.

III. Whenever a license is issued and the fees paid, the party to whom it is issued will be called upon to furnish, within the period of two months, a security bond as follows: For licenses of the first class, $5,000; for licenses of the second class, $4,000; for licenses of the third class, $1,500.

The classification above enumerated shall apply to localities, as follows: First class, Habana; second class, Santiago de Cuba, Cienfuegos, Matanzas, Cardenas, Puerto Principe, Sagua la Grande; third class, all other points in the island.

These securities must be deposited in cash, or by the indorsement of some bank whose guarantee is acceptable to the government, and no petitioner shall be allowed to transact brokerage business until the required security is filed.

IV. The license (formerly issued by the minister for the colonies) will be issued by the department of agriculture, commerce, and industries upon paying to the treasury, as a license fee, the $12.50 which were formerly paid for the stamped paper upon which said licenses were written. Payments to be made in United States currency or its equivalent.

V. Until the college of brokers is established, and the new licenses are issued, publication of which will be made in the Official Gazette, anyone exercising the business of commercial broker does so without official authority and his acts are devoid of the legal authority which is granted exclusively to licensed brokers as commercial notaries.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 80.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 20, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice the military governor of Cuba directs:

I. Full pardon of the unexpired term of sentence in the following cases:

a. (1) Alejandro Trapala, (2) Eliseo Hernandez, (3) Manuel Ibamea, (4) Manuel Ferrer Pedroso, who are in the cárcel of Habana.

b. Antonia Campaneoni y Legon, who is in the casa de las recogidas, Habana.

c. (1) Tomas Consuegra, (2) Rafael Castillo, who are in the cárcel of Pinar del Rio.

d. Paulino Vazquez, who is in the cárcel of Santiago de Cuba.

The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Partial pardon is hereby granted the following-named prisoners, reducing their sentences as hereinafter stated: (1) Ramon Cordova y Garcia will be set at liberty May 31, 1900, and (2) Emilio Cassi will be set at liberty December 31, 1900. Said individuals are in the cárcel of Habana.

The secretary of justice will see that due entry is made on the prison records of the aforementioned mitigation of sentences and report execution of same to these headquarters.

III. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoners:

a. (1) Pablo Diaz Piloto, (2) Juan Infanzon Martin, (3) Antonio Rojas Romo, (4) Jesus Roca Rondan, and (5) Juan Perez Almaguer, who are in the cárcel of Habana.

b. Atanasio Pichardo, who is in the cárcel of Sagua.

c. (1) Victor Dominguez, (2) Eduardo Rodriguez, (3) Severino Hernandez, (4) Nemesio Herrera, (5) Crispin Concepcion, (6) Domingo Pozo, (7) Marcos Carrion, (8) Francisco Casanova, (9) Eduardo Pastell, (10) Francisco Vigil, (11) Francisco Armas Perez, (12) Florencio Novo, (13) Saturnino Noa, (14) John L. Smith, (15) Anacleto Hernandez, (16) Santiago Alba, (17) Benito Silva, (18) Vidal Gonzalez, and (19) Jose Sanchez, who are in the cárcel of Pinar del Rio.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged and will institute measures to set them at liberty at once.

Without any appeal therefrom, the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 81.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 20, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. In view of the bad condition of the district jails in the province of Santiago de Cuba, all individuals sentenced by the audiencia of Santiago who may have to serve their penalties in said district jails shall, till further orders, serve them in the cárcel of the audiencia of Santiago de Cuba.

The State will, as heretofore, cover the expense of keeping said prisoners.

II. So much of Paragraph II, order No. 37 of these headquarters, current series, as refers to Jose del Pino Gonzalez is amended to read as follows: "Jose del Pino Gonzalez will be set at liberty December 31, 1900."

The secretary of justice will see that due entry is made on the prison records of the aforementioned amendment, and report execution of same to these headquarters.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 82.

Headquarters Division of Cuba,
Habana, February 20, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments:

I.

To be triennial members of the board of control of the Charity and Maternity Asylum, Candido Zabarte y Paris, Adolfo Nuño Steegers, Miguel Melero, Francisco Torralbas, Claudio Delgado y Amestoy, Agustin Laguardia, Jose Manuel Nuñez, Jose Varela Zequeira.

To be auditing accountant of the Charity and Maternity Asylum, Segundo Corvison y Cabello.

II.

Province of Habana—Batabano: To be first assistant mayor, Jose Rubira Velez, vice Ernesto Collazo.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 83.

Headquarters Division of Cuba,
Habana, February 20, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The courts of primera instancia of Guanabacoa, Holguin, and Colon, in the territories of the audiencias of Habana, Santiago de Cuba, and Matanzas, respectively, are hereby included in the courts of second class.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 84.

Headquarters Division of Cuba,
Habana, February 22, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agriculture, commerce, and industries, directs publication of the following order:

In view of the fact that much tobacco seed of inferior quality is being introduced into the island of Cuba, which threatens to impair the quality of tobacco grown in said island, the introduction of foreign tobacco seed into the island of Cuba on and after the 1st day of March, 1900, is hereby prohibited.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 85.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 22, 1900.

The military governor of Cuba directs the publication of the following order:

Hereafter all expenses of the cárceles of the island of Cuba and presidio of Habana will be borne by the general government, and they are and will continue to be under the direct control of the department of state and government, and subject, in their internal administration, to the laws and regulations now in force.

II. The alcaldes, as representatives of the secretary of state and government, are charged with the administration of the prisons and the enforcement by the prison officials of existing laws and regulations without prejudice to the powers vested in civil governors in connection with this service.

III. The general government makes no claim to ownership in such buildings used for jails as belong to the different municipalities, but simply assumes charge of the same and of their administration while the present abnormal situation of municipalities exists.

IV. The department of state and government is charged with the enforcement of this order and will take such steps as may be necessary for the fulfillment of its provisions.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 86.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 22, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The creation of the municipality and ayuntamiento of Campechuela in the judicial circuit of Manzanillo, province of Santiago de Cuba, is hereby legalized.

II. The administrative authority of said ayuntamiento shall extend over all the territory which Campechuela possessed as a ward of Manzanillo.

III. Said legalization is hereby made effective from December 1, 1898, the date of Campechuela being constituted into a municipality.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 87.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 22, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

A commission, without salary, to consist of Jose Jerez Varona, Pedro Pablo Echarte, and Jose Maria Collantes is hereby appointed to inspect the institutions of beneficence at regular intervals and collect all necessary data for the office of the secretary of state and government in reference to the reforms required to be adopted, as well as the best means for the investigation and regulation of the numerous properties which belong to these institutions.

The commission will act under instructions from the secretary of state and government.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 88.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 23, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Hereafter article 51 of the regulations for the execution of the law of civil registry shall be construed to read as follows:

ARTICLE 51. Whenever the case provided for in the preceding article (article 50) of said regulations arises, through denial of registration of birth, the proceedings having reference to the same shall be instituted as follows:

The interested party or parties, or an officer of public prosecution (ministerio fiscal) shall file a petition with the proper municipal judge soliciting said registration and showing cause for not having done so at the proper time. Witnessed evidence shall also be offered as to the place, day, and hour of birth, and parentage of the new-born child.

This evidence may simply consist of the sworn statement of two witnesses before the municipal judge, and after the same has been submitted to the municipal fiscal for opinion, the record of the proceedings shall be set before the judge of primera instancia, who will render the proper decision, admitting or denying the registration.

After lapse of the ordinary period which makes the decision final, and if registration has been ordered therein, official notice thereof shall be transmitted to the proper municipal judge in accordance with and for the legal effects of the preceding article (article 50).

If registration be denied in the decision, appeal may be made to the section of registries and notarial affairs (sección de los registros y del notariado).

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 89.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 23, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and amendment:

I.

Province of Habana—Catalina: To be second assistant mayor, Minguel Delgado Hernandez, vice Jose Maria Fundora Mesa.

Province of Matanzas—Perico: To be mayor, Pedro Arrieta y Diago, vice Jose G. Dominguez, resigned.

II.

So much of Order No. 66, current series, these headquarters, as relates to the appointment of Claudio Fuentes Cruz as mayor of Consolacion del Norte, Province of Pinar del Rio, is hereby revoked, Claudio Fuentes Cruz having previously been appointed to that position in Order No. 51, these headquarters, dated February 5, 1900.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 90.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 26, 1900.

The military governor of Cuba directs the publication of the following order:

I. As soon as practicable after March 1, 1900, the rural guard of the island of Cuba will be organized into companies, each company comprising 1 captain, 1 first lieutenant, 1 second lieutenant, 1 first sergeant, 7 sergeants, and 8 corporals, and a minimum strength of 59 privates.

II. The monthly pay of the above-mentioned grades will be as follows: Captain, $125; first lieutenant, $85; second lieutenant, $75; first sergeant, $55; sergeants, $50; corporals, $45; privates, mounted, $40; privates, dismounted, $30, all said salaries being in United States currency or its equivalent and include all allowances.

III. Noncommissioned officers and privates who become dismounted through neglect or abuse of their horses will be placed upon half pay until again properly mounted.

IV. In the organizing of the guard as required by Paragraph I no addition to its strength as now constituted will be sanctioned.

V. Department commanders are charged with carrying out the provisions of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 91.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignation:

I.

Province of Matanzas—Cabezas: To be mayor, Pedro Lopez Perera, vice Lino Fumero y Rivero, resigned.

Province of Santiago de Cuba—Bayamo: To be first assistant mayor, Mariano Castell y Ferran, vice Luis F. Milanes y Cespedes, declared ineligible to said office through acceptance of another which disqualifies him; to be second assistant mayor, Antonio Jimenez y Jimenez, vice Mariano Castell y Ferran.

II.

The resignation of Pedro Riera y Rodriguez as first assistant mayor of Canasi, Province of Matanzas, having been submitted, is hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 92.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointment: To be professor of dissection in the school of medicine of the University of Habana, Jose Varela Zequeira.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 93.

HEADQUARTERS DIVISION OF CUBA,
Habana, February 27, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The municipal district of Cayajabos, belonging to the judicial circuit of Guanajay, province of Pinar del Rio, is hereby abolished and the whole territory within the administrative jurisdiction of the municipality of Cayajabos is subdivided as follows:

(*a*) The wards "Pedernales 1°" and "Pedernales 2°," together with the portion of territory which formed the town of Cayajabos, are transferred to the municipal district of Artemisa, in the judicial circuit of Guanajay.

(*b*) The wards "Jobo 1°" and "Jobo 2°" are added to the municipal district of Guanajay, judicial circuit of the same name in the province of Pinar del Río.

(*c*) The wards "Rosario" and "Cuzco" are transferred to the municipal district of Cabanas, judicial circuit of Guanajay, province of Pinar del Rio.

II. The archives and other property of the former municipality of Cayajabos shal be transferred in corresponding parts to the respective ayuntamientos.

III. The ayuntamientos of Artemisa, Guanajay, and Cabañas shall respectively assume all obligations and rights that pertained to the ayuntamiento of Cayajabos.

IV. The abolition of the said municipal district shall not interfere in any way with existing rights of property, or with existing public and private easements.

V. The mayors of Artemisa, Guanajay, and Cabañas shall appoint immediately such "mayors of the suburbs" (alcaldes de barrio) as may be necessary.

VI. Said ayuntamientos shall, in accordance with the provisions of the municipal law, proceed to make a new division of their municipal districts into suburbs and wards.

In said division the ayuntamiento of Artemisa shall include the wards annexed thereto from the former municipal districts of Mangas by virtue of Paragraph XXIX (*a*) of this order.

VII. The civil governor of Pinar del Rio shall appoint, from among the inhabitants of the hereinbefore-mentioned wards, the aldermen in the respective ayuntamientos, in order that said wards may have legal representation.

VIII. The municipal district of Santa Cruz de los Pinos, belonging to the judicial circuit of San Cristobal, province of Pinar del Rio, is hereby abolished, and the whole territory within the administrative jurisdiction of the municipality of Santa Cruz de los Pinos, namely, the town, the northern ward, "Taco-Taco," and "Bermejales," is transferred to the municipal district of San Cristobal, of the judicial circuit of the same name, province of Pinar del Rio.

IX. The archives and other property of the former municipality of Santa Cruz de los Pinos shall be transferred to the ayuntamiento of San Cristobal, which shall also assume all obligations and rights that pertained to Santa Cruz de los Pinos.

X. The abolition of the municipal district of Santa Cruz de los Pinos shall not interfere in any way with existing rights of property or with existing public and private easements.

XI. The ayuntamiento of San Cristobal shall, in accordance with the provisions of the municipal law, proceed to make a new division of its municipal district into suburbs and wards.

XII. The mayor of San Cristobal shall appoint such "mayors of the suburbs" (alcaldes de barrio) as may be necessary.

XIII. Upon the publication of this order the ayuntamiento of San Cristobal will report to the civil governor the total number of inhabitants comprised within that district and the territory added thereto, in order that said authority may complete the number of aldermen which, in accordance with the provisions of articles 34 and 35 of the existing municipal law, the new ayuntamiento shall be entitled to, and care shall be exercised that the inhabitants of the abolished municipal district of Santa Cruz de los Pinos have due representation in the newly created municipality.

XIV. The municipal district of Alonso Rojas, belonging to the judicial circuit of Pinar del Rio, province of Pinar del Rio, is hereby abolished, and the whole territory within the administrative jurisdiction of the municipality of Alonso Rojas is subdivided as follows:

(*a*) The wards "Palenque," "Yamaquelles," "Almacigos," "Ruiz," "Huertas," "Palmarito," "Roblar," "Hato de las Vegas," and the portion of territory occupied by the town of Alonso Rojas are transferred to the municipal district of Consolación del Sur, judicial circuit of Pinar del Rio.

(*b*) The wards "Chamizo" and "Punta de Palma" are transferred to the municipal district of Pinar del Rio, belonging to the judicial circuit of the same name.

XV. The abolition of the municipal district of Alonso Rojas shall not interfere in any way with existing rights of property or with existing public and private easements.

XVI. The ayuntamientos of Consolacion del Sur and Pinar del Rio shall, in accordance with the provisions of the municipal law, proceed to make a new division of their municipal districts into suburbs and wards, including in said division the new territory annexed.

In said division the ayuntamiento of Pinar del Rio will include the wards annexed thereto from the former municipal district of Baja, by virtue of Paragraph XXI (*a*) of this order.

XVII. The mayors of Consolacion del Sur and Pinar del Rio shall appoint such "mayors of the suburbs" (alcaldes de barrio) as may be necessary.

XVIII. As soon as the ayuntamientos of Consolacion del Sur and Pinar del Rio are informed of this order they will report to the civil governor the total number of inhabitants comprised within those districts and the territory added thereto, in order that said authority may complete the number of aldermen which, in accordance with the provisions of articles 34 and 35 of the existing municipal law, the new ayuntamientos shall be entitled to, and care shall be exercised that the inhabitants of the abolished municipal district of Alonso Rojas have due representation in the newly created municipalities.

XIX. The archives and other property of the former municipality of Alonso Rojas shall be transferred in corresponding parts to the respective ayuntamientos.

XX. The ayuntamientos of Pinar del Rio and Consolacion del Sur shall respectively assume all obligations and rights that pertained to the ayuntamiento of Alonso Rojas.

XXI. The municipal district of Baja, belonging to the judicial circuit of Guane, province of Pinar del Rio, is hereby abolished and the whole territory within the administrative jurisdiction of the municipality of Baja is subdivided as follows:

(*a*) The wards "Pimienta" and "Pena Blanca" shall be transferred to the municipal district of Pinar del Rio, belonging to the judicial circuit and province of the same name.

(*b*) The wards "Malas Aguas" and "Nombre de Dios" are transferred to the municipal district of Viñales, judicial circuit and province of Pinar del Rio.

(*c*) The wards "Pueblo," "Macurije 1°," and "Macurije 2°" are transferred to the municipal district of Mantua, belonging to the judicial circuit of Guane, province of Pinar del Rio.

XXII. The department of justice shall propose such measures as may be necessary in order that the transfer of the above wards may accord with the judicial division of the province of Pinar del Rio.

XXIII. The abolition of the municipal district of Baja shall not interfere in any way with existing rights of property or with existing public and private easements.

XXIV. The ayuntamientos of Pinar del Rio, Viñales, and Mantua shall, in accordance with the provisions of the municipal law, proceed to make a new division of their municipal districts into suburbs and wards, including in said division the new territory annexed.

In said division the ayuntamiento of Pinar del Rio shall include the wards annexed thereto from the former municipal district of Alonso Rojas, by virtue of Paragraph XIV (*b*) of this order.

XXV. The respective mayors shall appoint such "mayors of the suburbs" (alcaldes de barrio) as may be necessary.

XXVI. The ayuntamientos of Pinar del Rio, Vinales, and Mantua shall respectively assume all obligations and rights that pertained to the abolished municipality of Baja.

XXVII. In order that the inhabitants of the former municipality of Baja may be duly represented in the above ayuntamientos (Paragraph XXVI), the civil governor shall appoint the number of aldermen that may be necessary for that purpose.

XXVIII. The archives and other property of the former municipality of Baja shall be transferred in corresponding parts to the respective ayuntamientos.

XXIX. The municipal district of Las Mangas, belonging to the judicial circuit of San Cristóbal, province of Pinar del Rio, is hereby abolished and the whole territory within the administrative jurisdiction of the municipality of Las Mangas shall be subdivided as follows:

(*a*) The wards "Guanimar," "Mojanja," and "Pijirigua," and what was formerly the old town of Las Mangas, are hereby transferred to the municipal district of Artemisa, belonging to the judicial circuit of Guanajay, province of Pinar del Rio.

(*b*) The wards "Punta Brava," "San Juan," and "Pueblo Nuevo" are transferred to the municipal district of Candelaria, belonging to the judicial circuit of San Cristobal, province of Pinar del Rio.

XXX. The department of justice shall propose such measures as may be necessary in order that the transfer of the above wards may accord with the judicial division of the province of Pinar del Rio.

XXXI. The abolition of the municipal district of Las Mangas shall not interfere in any way with existing rights of property or with existing public and private easements.

XXXII. The archives and other property of the former municipality of Las Mangas shall be transferred to the respective ayuntamientos in corresponding parts.

XXXIII. The civil governor of Pinar del Rio shall appoint, from among the inhabitants of the hereinbefore-mentioned wards (Paragraph XXIX), the aldermen in the respective ayuntamientos, in order that said wards may have legal representation.

XXXIV. The ayuntamientos of Artemisa and Candelaria shall, respectively, assume all obligations and rights that pertained to the municipality of Las Mangas.

XXXV. The respective mayors shall appoint such "mayors of the suburbs" (alcades de barrio) as may be necessary.

XXXVI. The ayuntamientos of Artemisa and Candelaria shall, in accordance with the provisions of the municipal law, proceed to make a new division of their districts into suburbs and wards, including in said division the new territory annexed.

In said division the ayuntamiento of Artemisa will include the wards annexed thereto from the former municipal district of Cayajabos, by virtue of Paragraph I (*a*) of this order.

XXXVII. The civil governor of Pinar del Rio is charged with the enforcement of this order, and he will take such steps as may be necessary for the prompt fulfillment of its provisions.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 94.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 1, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The decision of the secretary of grace, justice, and government of the abolished autonomist government, dated November 24, 1898, whereby the hospital "Nuestra Señora de las Mercedes," of the city of Habana, was reclassified as a private institution of special public benefit is hereby revoked.

II. The decree of the general government of this island, dated June 13, 1890, classifying the above-named institution as one of general public character is reaffirmed and declared in full force.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 95.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agriculture, commerce, and industries, directs the publication of the following order:

I. Paragraph X, Order No. 102 from these headquarters, dated July 8, 1899, is hereby revoked.

II. The sponge-breeding region on the north coast of the island of Cuba, extending from the harbor of Cardenas to that of Nuevitas, and where the sponge fishery has been in operation up to the present, is hereby divided into two zones, one to the east and the other to the west of Caibarien, divided by an imaginary line drawn from the harbor of Caibarien to the eastern extremity of Cape Frances.

III. The sponge-breeding fields on the south coast, from Cape Frances to the harbor of Cienfuegos, are likewise divided into two zones, namely, one to the east and the other to the west of the harbor of Batabano, divided by an imaginary line drawn from the harbor of Batabano to the mouth of the "Sierra de Casas" River in the Isle of Pines, passing between Malpaez and Boqueron.

IV. One of the aforesaid zones on the north coast and one on the south coast will be closed for sponge-fishing purposes alternate years during the months of March, April, and May—that is, the zones closed one year during the breeding season will be open the next, and so on in successive years.

For 1900 sponge fishing is prohibited during March, April, and May in the western zones of the above-mentioned division, north and south, and is allowed in the eastern zones of the same.

V. The captains of the ports of Caibarien and Batabano are charged with the enforcement of this order within their respective jurisdictions.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 96.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The wardens of penal establishments are hereby authorized to work all convicts confined in said establishments in the repair and maintenance in proper order of the prison and the grounds belonging and immediately adjacent thereto.

II. Hereafter, and until further orders, all sentences of six months and one day, or more, that are not to be served in the presidio of Habana shall be served in the audiencia cárceles situated in the provincial capitals.

III. All prisoners included in the provision of Paragraph II who may be confined in a district jail shall be transferred to the corresponding cárcel, provided they may still have six months and one day, or more, of their sentence to serve.

IV. The secretary of state and government will immediately instruct the proper officials to make whatever transfers of prisoners may be necessary for the fulfillment of the provisions of Paragraph III.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 97.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following resignation:

The resignation of Evelio Rodriguez Lendian, as substitute justice of the audiencia of Habana, having been submitted, is hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 98.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 2, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs:

I. Full pardon of the unexpired time of sentence in the following cases: (*a*) Miguel Rojas Lopez, who is in the presidio of Habana; (*b*) Gonzalo Someillan y Gonzalez, who is in the carcel of Sagua la Grande. The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoners: (*a*) Antonio Ulsino Bocalandro, who is in the cárcel of Guanabacoa; (*b*) Domingo Acosta Padilla, who is in the cárcel of Pinar del Rio. The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged and will institute measures to set them at liberty at once.

Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 99.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 3, 1900.

The military governor of Cuba directs the publication of the following order:

I. Within the maritime belt of the island of Cuba and during the season when the fish are not spawning fishing shall be free to the inhabitants of the island only, and no privilege or monopoly shall be granted to anyone for the exclusive right to engage in fishing in part or whole of any of the waters, rivers, bays, or inlets of the island.

II. No boat, yawl, or vessel of whatever description shall be allowed to engage in the fishing business without a permit and being duly enrolled in the office of the captain of the port.

For violation of this article there shall be imposed for the first offense a fine of not less than $25 nor more than $100. For subsequent offenses the maximum fine shall be imposed and the tackles, nets, or other contrivances or apparatus used on board the vessel for catching fish shall be confiscated and sold at public auction by the captain of the port.

III. The use of gunpowder, dynamite, or other explosive material for the purpose of killing fish is strictly prohibited. Anyone caught making use of such explosives for this purpose shall be fined not less than $25 nor more than $100.

IV. The hook attached to a line may be used with a rod, pole, or in the hands at all seasons of the year.

V. A net, drag net, "volapié," "tarraya," flying net, or "sin copo" may be used except in the natural or artificial breeding places, the passageways leading to same, and in the canals, during the restricted breeding period. All parties engaged in fishing in conflict with this article shall be fined for each offense not less than $25 nor more than $100.

VI. In the center of the net the meshes are required to be not less than one-half inch in diameter on each side of the triangle that forms it, and any net having a smaller mesh than the above prescribed shall be confiscated and destroyed or the material sold at public auction by the captain of the port.

VII. The drag net must be thrown by hand, and in no case, after being tarred and tanned, shall the meshes be smaller than 3 inches in diameter in the larger part and 2 inches on each side, nor shall it exceed 2 fathoms in height.

VIII. The flying net may be used the whole year round for mullet fishing, except in spawning places, breeding grounds, and the passages leading thereto, during the period of restriction, and the meshes of such net shall not be smaller than 2 inches in diameter.

IX. The "tarraya" may be used with any kind of mesh and at all times to catch sardines, "majuas," or shrimps, except in spawning places, breeding grounds, and the usual passages leading thereto, during the restriction period.

X. No nets will be permitted to be thrown inside of the passages, entrances to ports, or in the harbors, or places where they will interfere with navigation, nor will the installation of any palisade or permanent framework be permitted on the shores of the harbors, rivers, canals, or bays without the authority of the captain of the port.

XI. At no time or place shall the employment of the "boliche," "bou," or similar contrivance be permitted, and any vessel caught using same shall be fined not less than $50 nor more than $200 for the first offense and the confiscation, destruction, or sale of the materials with which the contrivance is made. The nets shall be taken down and turned in at the expense of the owner.

For a second offense the maximum fine shall be imposed and the material confiscated and the permit of the vessel to engage in the fishing business revoked.

XII. The owners of the vessel, master, and crew shall be held equally and jointly responsible for any violation of this prohibition as well as any and all the requirements of this order.

XIII. All fines collected and the proceeds of any sales made under the provisions of this order shall be deposited by the captain of the port with the treasurer of the island of Cuba as "miscellaneous receipts."

XIV. All orders, decrees, or laws, or parts thereof, in conflict with the provisions of this order are hereby revoked.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 100.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 5, 1900.

The military governor of Cuba directs the publication of the following amendment:

Paragraph II, Order No. 25, current series, these headquarters, is hereby modified to read as follows:

In cases where checks on the North American Trust Company can not be conveniently used by the municipal authorities and the department of posts has a money-order office in the municipality, the treasurer will remit the funds by postal money order. In all other cases the alcalde will go to the treasurer of the province in person for the funds, or send some responsible person in his place.

To enable the department of posts to supply funds to redeem the money orders promptly the treasurer of each province will notify the postmaster several days in advance, stating the post-offices where he wishes to send money orders, giving the amounts in each case.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 101.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 5, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. The herein-named persons are hereby appointed to fill the following professorships in the School of Arts and Trades of Habana: Writing, Spanish grammar, geography and history, industrial economy of the general and preparatory courses, Arturo Navia y Rodriguez; mathematics of the general and preparatory courses, Alfredo Rodriguez y Morejon; applied physics and chemistry and their practical employment, Manuel Perez-Beato y Blanco; drawing and descriptive geometry, Antonio Bures y Tafanell; mathematics, industrial mechanics, steam engines, and construction of machinery, head foreman of the shops, Francisco Planas y Vidal; applied mechanics and technology, Fernando Aguado y Rico.

The annual salary of the professors shall be $1,200, except that of the head foreman of the shops, who will receive $1,700 a year.

II. There will also be 1 assistant in the preparatory course, at $800 a year; 1 assistant in the practical classes, at $800 a year, and 2 assistants in drawing, at $600 a year each.

III. The personnel of the shops will be as follows: One foreman in the carpentering department, at $1,000; 1 foreman in the ironmongery department, at $1,000 a year; 4 assistant artisans, namely, 1 cabinetmaker and wood carver; 1 blacksmith, boiler maker, and plumber for laying pipes and sanitary work; 1 bricklayer and stone mason, and 1 electrician, at $700 a year each; 1 fireman and general workman, at $500 a year.

IV. The director shall receive annually $1,000 and the secretary $300 in addition to their regular salaries.

V. There shall also be in said school 1 clerk in the secretary's office, who shall also be librarian, at $960 a year; 1 clerk, at $500 a year; 1 janitor, at $600 a year; 1 beadle, at $500 a year, and 1 general workman in the shops, at $500 a year.

VI. The sum of $6,500 shall be granted for the purchase of material, distributed as follows:

Office appurtenances, books, collections, models or patterns, instruments and drawing materials, utensils and material for the laboratory, instruments for the cabinets and models for the museum, primary raw material, fuel for the furnaces and forges, tools and hardware for the shops	$3,000
Electrical and lighting material	1,500
Establishment of the shops	1,000
Prizes and rewards for the pupils	500
To keep the building in proper order	500

VII. The above salaries and sums granted shall be payable in United States currency or its equivalent.

VIII. Fernando Aguado y Rico, appointed to the chair of applied mechanics and technology, will fulfill the duties of director of said school.

IX. The personnel mentioned in paragraphs II and III will be appointed to and removed from office by the department of public instruction upon the recommendation of the faculty; the personnel to which paragraph V applies, as well as the subdirector and the secretary, will be appointed to and removed from office by the aforesaid department upon the recommendation of the director of the school.

X. The two professors in the general and preparatory course and the professor of drawing and descriptive geometry shall teach four hours daily in their day and night classes, and the assistants in said branches shall teach five hours.

XI. The professor of physics and chemistry shall teach four hours daily in his day and night classes and the corresponding practical demonstration. The assistant in the practical classes will teach seven hours.

XII. The two professors of the special technical industrial course will have in addition to their day and night classes the direction of the shops during the four hours corresponding to that branch of instruction.

XIII. The foremen in the shops and assistant artisans will work eight hours daily in the school.

XIV. The provisions of this order are made effective from the 1st of March, 1900.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 102.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 6, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignation:

I.

Province of Santa Clara.—Trinidad: To be fifth assistant mayor, Teodoro Pacheco y Armenteros, vice Valentin Roche y Zerquera, deceased. Santo Domingo: To be first assistant mayor, Valentin F. de la Cardona, vice Ricardo Paz.

Province of Santiago de Cuba.—Baracoa: To be mayor, Jose H. Perez Hernandez; to be first assistant mayor, Francisco Saenz Reyes; to be second assistant mayor, Rafael Fernandez; to be third assistant mayor, Tomas Lingoya Caballero; to be fourth assistant mayor, Jose Dolores Cabrejas; to be fifth assistant mayor, Rafael Mosqueda.

II.

The resignation of Lino Perez Munoz as first assistant mayor of Trinidad, province of Santa Clara, having been submitted, is hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 103.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 6, 1900.

The military governor of Cuba, upon the recommendation or the secretary of justice, directs the publication of the following order:

Hereafter notaries public of the island of Cuba are authorized to make all translations that may be necessary in the exercise of their profession. For such translation they will assume direct responsibility, from which they can not be relieved under any consideration, and shall make statement of same in the documents they execute.

This faculty is granted solely to notaries public who, because of their acquaintance with the language of the foreign contracting parties appearing before them, or the language in which the documents delivered to them are written or into which they are to be translated, can make the translations themselves. Statement to this effect shall also be made in the papers they draw up.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 104.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 6, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs:

I. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoner: Prisciliano Mendez, who is in the cárcel of Santiago de Cuba. The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against this man for the offenses with which he now stands charged and will institute measures to set him at liberty at once.

II. Penal action is hereby declared ended in any of the suits or criminal proceedings instituted against Rafael Hector Fabio Piperno. The secretary of justice will instruct the officers of public prosecution to discontinue at once criminal action in said cases.

III. Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 105.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 8, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs:

I. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of the following-named prisoners: (1) Pedro Aleman, (2) Antonio Aguilera, (3) Domingo Gonzalez Almidille, (4) Fred. W. Krause, and (5) Michael J. Murphy.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged, and will institute measures to set them at liberty at once.

Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 106.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The rector of the university, the dean of the medical faculty, and the professors of the surgical clinic and medical clinic of said faculty are hereby appointed president, vice-president, and members, respectively, of the board of trustees of the Hospital Nuestra Señora de las Mercedes, of this city.

II. The secretary of state and government will appoint any other trustees that he may deem necessary.

III. All trustees heretofore appointed shall cease in their office from the date of this order.

IV. Wards devoted to official instruction for the use of the medical faculty shall be established in the hospital with a permanent character; to this end the board will present to the department of state and government estimates of the expenses connected therewith and recommend a system for the organization of the classes.

V. The board will likewise submit for the approval of the department of state and government the rules and regulations by which the institution is to be governed in the future.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 107.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. A school of stenography and typewriting is hereby established, subject to the following rules:

II. The school shall be installed April 1, 1900, in the Institute of Habana (Instituto de Segunda Enseñanza), and the professor thereof shall be under the orders of the director of said institute. It will consist of two departments—namely, a course of stenography and stenographic writing upon the machine and another for the use of the typewriter in combination with the Edison mimeograph.

III. The classes will meet daily for two or three hours and will be arranged and distributed as the professor and director of the institute may deem proper. The number of pupils is limited to 100.

IV. The classes shall be open to the public, and anyone may attend as a hearer or upon effecting the corresponding matriculation. There will be no matriculation dues, nor shall there be any for examinations if such are held.

V. Petitions for registry of matriculation must be addressed to the director of the institute. The secretary of said institution will keep the register for the above purpose, and will deliver to the petitioner the corresponding matriculation. He will also furnish the professor with the list of matriculants, duly authorizing the same with the approval of the director of the institute.

VI. Frank A. Betancourt is hereby appointed professor of the above-mentioned school, with an annual salary of $1,500, United States currency or its equivalent.

VII. The sum of $600, United States currency or its equivalent, is hereby granted for the purchase of 2 No. 1 stenographic machines, 1,000 pads, 1,000 pencils, 1 large blackboard, 1 No. 4 Edison mimeograph, 4 typewriters of various models, copy holders, erasers, paper, Star press, ribbons, and other material.

VIII. The department of public instruction is charged with the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 108.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 14, 1900.

The military governor of Cuba directs the publication of the following order:

The use of the "aguijón" or pike in loading or unloading cattle of any kind on or from vessels at ports in the island of Cuba is hereby prohibited.

A fine of $10 will be imposed for the first violation of this order and $20, United States currency, for each subsequent violation. The fine will be levied upon the consignor.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 109.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The ward of Cascajal is hereby separated from the municipal district of Cartagena, judicial circuit of Cienfuegos, province of Santa Clara, and the whole territory within the administrative jurisdiction of said ward is transferred to the municipal district of Santo Domingo, judicial circuit of Sagua la Grande, province of Santa Clara.

II. The archives and other property of the ward of Cascajal shall be transferred to the municipal district of Santo Domingo, which shall assume all obligations and rights that pertained to Cascajal.

III. The above-mentioned transfer shall not interfere in any way with existing rights of property or with existing public and private easements.

IV. The ayuntamientos of Cartagena and Santo Domingo, in accordance with the provisions of the municipal law, shall proceed to make a new division of their municipal districts into suburbs and wards.

V. The mayor of Santo Domingo shall appoint immediately the necessary "mayor of the suburb" (alcalde de barrio).

VI. Upon the publication of this order, the ayuntamiento of Santo Domingo will report to the civil governor the total number of inhabitants comprised within that district and the territory added thereto, in order that said authority may complete the number of aldermen which, in accordance with the provisions of articles 34 and

35 of the existing municipal law, it shall be entitled to, and care shall be exercised that the inhabitants of the ward of Cascajal have due representation in the municipality of which they now form part.

VII. The secretary of justice will take cognizance of this change in the judicial circuits of Cienfuegos and Sagua la Grande for whatever legal effects may be involved.

VIII. The civil governor of Santa Clara is charged with the enforcement of this order, and he will take such steps as may be necessary for the prompt fulfillment of its provisions.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 110.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignations.

I.

Province of Pinar Del Rio.—Los Palacios: To be mayor, Tomas Marrero y Gonzalez, vice Pedro Costa, resigned.

Province of Puerto Principe.—Moron: To be mayor, Macario Machado Fernandez.

II.

The resignations of Pedro Costa and Francisco J. del Junco as mayor of Los Palacios, province of Pinar del Rio, and second assistant mayor of Isle of Pines, province of Habana, respectively, having been submitted, are hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 111.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 16, 1900.

By virtue of the authority vested in him, upon the recommendation of the secretary of justice, the military governor of Cuba directs: Full pardon of the unexpired time of sentence to confinement of eight years and one day in a penitentiary, imposed upon Jose Suarez Fernandez by the audiencia of Habana, is hereby granted, and he is also relieved from the additional penalty of absolute disability and special disability to exercise functions in the administration of justice. The secretary of justice will institute measures to set the aforementioned at liberty at once.

Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 112.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The secretary of justice is hereby duly authorized to fill the vacant notarial office, and those which may be established in accordance with the provisions of this order, by appointing thereto persons who have the qualifications and none of the disqualifications for office specified in Paragraphs XXXVII and XXXVIII of Order No. 41, dated April 14, 1899, organizing the supreme court, even when said persons have only the title of notary public.

II. The secretary of justice may create a notarial office in each municipal district whenever he may deem this necessary for the public service.

In municipal districts of more than 5,000 inhabitants he may create such notarial offices as the public service may require; the total number, however, must not exceed one for every 5,000 inhabitants.

III. Candidates for said offices must forward their petitions, together with the necessary documents, to the secretary of justice, through the section of registries and and notarial affairs (sección de los registros y del notariado). Appointments shall not be issued until the appointees have given bond.

The notaries public shall be called upon to furnish bond at the following rates:

For the city of Habana	$6,000
For the cities of Matanzas, Cardenas, Cienfuegos, Santa Clara, Sagua, and Santiago dè Cuba	4,000
For the cities of Pinar del Rio and Puerto Principe	2,000
For chief towns of judicial circuits (where courts of primera instancia are held)	2,000
For all other towns not included in the above classification	1,000

Such securities must be deposited in cash, or shall consist of bonds of the city of Habana, mortgages, or bonds of any bond or security company authorized to transact business under the laws of the island of Cuba.

The bond furnished shall be acknowledged in the section of registries and notarial affairs, together with the corresponding documents, and shall be approved by the secretary of justice, at whose disposition it will be placed, prior to the issuance of the appointment.

Whenever security is given in real estate it must be accompanied by—

1. The mortgage deed.
2. Certificates specifying encumbrances after date of registration of the above.
3. Another certificate from the administration of hacienda of the province wherein the property is located, showing the amount of income assigned to the mortgaged property for the purpose of taxation.

Whenever security has been given in cash or in public bonds it shall be accompanied by an authorized copy of the deposit, and whenever necessary the last official quotations of the stock exchange must be presented. Whenever original certificates of deposit are presented these shall be returned to the interested parties upon filing an authorized copy of same in the section of registries and notarial affairs.

Upon receipt of the respective documents decision shall be rendered either accepting or refusing the security, expressing in the latter case its defects in order that the interested party or parties may correct them.

Bond may be given by third parties, but in this case it can not be withdrawn without being duly substituted in legal form.

All persons at present serving as notaries public must, within the period of six months from the date of this order, have given or give the above-mentioned bond.

IV. The prohibitions established by sections 1 and 2 of paragraph 27 of the reglamento orgánico del notariado in force in Cuba are hereby revoked.

V. All decrees, orders, or laws, or parts thereof, in conflict with the provisions of the foregoing order, are hereby revoked.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 113.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. Hereafter no woman under 23 years of age shall be registered in the special registry of the section of hygiene.

II. The secretary of state and government shall take the necessary steps to obtain the names of all the women under 23 years of age already registered, and shall submit recommendations as to the proper measures to be taken in regard to them.

III. Any official hereafter registering any woman under 23 years of age will be dismissed from office and subject to a fine of not less than $50 nor more than $500, or imprisonment of not less than one month nor more than twelve months, or both.

IV. The proper authorities will see to the enforcement of this order.

V. All laws or orders having the force of law which conflict with the above are hereby revoked.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 114.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 16, 1900.

The military governor of Cuba directs the publication of the following order:

I. In conformity with Paragraph XXXIV, Order No. 226, dated December 6, 1899, the following persons are hereby appointed inspectors of schools of provinces: Francisco Valdes Ramos, province of Pinar del Rio; Eduardo Yero Buduen, province of Santiago de Cuba.

II. The salary of the inspector of schools of a province shall be $2,400 per annum, United States currency or its equivalent.

III. Within their respective provinces said inspectors shall exercise authority and functions as direct representatives of the board of superintendents of schools of Cuba, in accordance with Order No. 251, dated December 30, 1899, which modifies order No. 226, cited above.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 115.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointment:

To be substitute justice of the audiencia of Habana, Oscar Fonts y Sterling, vice Evelio Rodriguez Lendian, resigned.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 116.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The following shall be guilty of perjury—

1. All those who willfully state as truth a matter of fact which they know to be false, after having taken an oath (or other affirmative form authorized by law as its equivalent) that they will truly testify, declare, depose, or certify before any competent court, judge, official, or proper person, in any proceedings, civil or criminal, or other case in which said oath (or other affirmative form) shall be administered by law.

2. All those who by inducement, persuasion, or force succeed in making another guilty of perjury, as in the foregoing paragraph.

II. The commission of the crime of perjury shall not be excused on the ground of irregularity in administering the oath (or other affirmative form).

III. Perjury is punishable by imprisonment for a period not less than one nor more than twelve years, except those cases wherein the victim of perjury should have suffered capital punishment, or have begun to serve a term of more than twelve years confinement; in the former case the imprisonment shall be thirty years at hard labor and in the latter for a period not less than twelve years and one day nor more than twenty years.

IV. In all cases when, as a consequence of perjury, an accused person has been condemned to be deprived of his liberty, the punishment imposed on the perjurer shall be equal to the one imposed on the accused.

V. The judge or court, at the time of passing sentence on a perjurer, will take into consideration whether the victim of perjury who may have been condemned shall have or not begun to serve the term imposed.

VI. The provisions of the penal code in force regarding false testimony are amended in conformity with this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 117.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 17, 1900.

The military governor of Cuba directs the publication of the following circular for the information and guidance of all concerned in the island of Cuba:

[Circular No. 37, Division of Customs and Insular Affairs.]

WAR DEPARTMENT,
Washington, March 2, 1900.

The following act of Congress, approved February 10, 1900, is hereby published for the information and guidance of all concerned:

"*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That vessels owned by citizens of Cuba and documented as such by officers of the United States shall hereafter be entitled in ports of the United States to the rights and privileges of vessels of the most favored nation, and they and their cargoes shall be subject to no higher charges in ports of the United States than are imposed on the vessels and cargoes of the most favored nation in the same trade.

"SEC. 2. That the Secretary of the Treasury is hereby authorized to refund, out of any money in the Treasury not otherwise appropriated, upon application and satisfactory evidence, tonnage taxes and light dues which have been imposed on vessels owned by citizens of Cuba entering ports of the United States since April eleventh, eighteen hundred and ninety-nine, which have been in excess of the tonnage taxes prescribed by section eleven of the act of June nineteenth, eighteen hundred and eighty-six."

In consequence of the foregoing act, the following language of tariff circular No. 76, to wit, "the provisions of sections 2497, 4219, and 4225 of the Revised Statutes, and" be disregarded.

G. D. MEIKLEJOHN,
Acting Secretary of War.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 118.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignation:

I.

Province of Pinar del Rio—San Luis: To be second assistant mayor, Ramon Echevarria; to be third assistant mayor, Isaac Valdes Iglesias. Vinales: To be first assistant mayor, Donato Suarez Miranda; to be third assistant mayor, Pedro P. Gutierrez Hernandez.

Province of Habana—Marianao: To be first assistant mayor, Francisco de Cardenas, vice Manuel Herrera; to be second assistant mayor, Jose M. Saqui, vice Francisco de Cardenas; to be third assistant mayor, Jose L. Munoz, vice Jose M. Saqui.

Province of Santa Clara—Placetas: To be fourth assistant mayor, Angel R. Perez, vice Francisco Oliver, resigned.

Province of Santiago de Cuba—Puerto Padre: To be second assistant mayor, Claudio Aguilar Cordero, vice Jose L. Villoch, resigned.

II.

The resignation of Manuel Quintero, as first assistant mayor of Guayabal, province of Pinar del Rio, having been submitted, is hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 119.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. Authors of foreign scientific, artistic, and literary works, or their agents or representatives, shall enjoy in the island of Cuba the protection granted by the ley de propiedad intelectual (law of intellectual property) of January 10, 1879, for the period during which said works are protected in the country where they originate, provided this period does not exceed the time allowed in the aforementioned law and provided said authors, etc., comply with the requirements of the same and its regulations.

II. The general register to which paragraph 33 of the hereinbeforementioned law makes reference shall be established and kept in the department of state and government.

III. Foreign works must be entered in the general register. To effect said registration a duly legalized certificate must be presented from the proper authority of the country where the work originates as a guaranty of proprietorship in favor of the person soliciting the registration.

IV. Civil governors and municipal mayors shall not suspend, in any case, the representation, reading, or performance of literary or musical works in accordance with the provisions of paragraph 63 of the regulations (of the ley de propiedad intelectual), except in cases where the claimant proves himself to be the proprietor of the work, or his agent or representative, by producing the certificate of registration issued by the general registry and the power of attorney, whenever this be necessary.

V. No fees shall be collected for the registration of foreign works, and certificates of registration will be issued to the proprietors of such works, or their agents or representatives. free of charge.

ADNA R. CHAFFEE,
Brigadier-General. U. S. Volunteers, Chief of Staff,

No. 120.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 20, 1900.

By direction of the Secretary of War the military governor of Cuba published the following order:

Importers who are dissatisfied with the valuation or classification of merchandise as fixed by the collector of the port shall pay the duties imposed, but may file at the time of payment a written protest and appeal stating briefly the value or classification which it is claimed should have been established.

Said protest and appeal shall forthwith be transmitted by the collector, through the chief of customs service, to the military governor of the island, who will review and either affirm, reverse, or modify the action complained of.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff,

No. 121.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 20, 1900.

The military governor of Cuba directs the publication of the following circular for the information and guidance of all concerned in the island of Cuba:

[Circular No. 38, Division of Customs and Insular Affairs.]

WAR DEPARTMENT,
Washington, March 9, 1900.

The following is published for the information and guidance of all concerned:

So much of Circular No. 34, Division of Customs and Insular Affairs, as rescinded the provisions of Circular No. 21, same series, relating to fees, is hereby revoked.

Said circulars, except so much of Circular No. 34 as is hereby revoked, shall on and after this date be given full force and effect in Cuba, Porto Rico, and the Philippine Islands.

G. D. Meiklejohn,
Acting Secretary of War.
Adna R. Chaffee,
Brigadier General, U. S. Volunteers, Chief of Staff.

No. 122.

Headquarters Division of Cuba,
Habana, March 22, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Penal action is hereby declared ended in the matters of crime that caused the imprisonment of Damaso Madan, who is in the carcel of Matanzas.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against this man for the offenses with which he now stands charged, and will institute measures to set him at liberty at once.

Without any appeal therefrom the Department of Justice will decide all matters of doubt that may arise in the enforcement of this order.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 123.

Headquarters Division of Cuba,
Habana, March 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. Hereafter the ayuntamientos shall themselves collect the taxes authorized for the payment of their budget expenses. They shall therefore not sell at public auction, or intrust to any person who is not an employee of the ayuntamiento, the right or privilege to collect such taxes.

II. The provisions of Paragraph I of this order shall be without detriment or prejudice to any existing contracts that may have been legally entered into by the ayuntamientos, but all such contracts shall cease to be operative from and after June 30, 1900.

III. In regard to contracts with the ayuntamientos pertaining to municipal service in public works, purchase of supplies, or other matters involving expenditure of moneys, the royal decree of January 4, 1883, which was made to include Cuba by royal order of July 31, 1884, and the other rulings of general character in connection therewith, shall continue in force.

IV. The instructions of May 15, 1885, with reference to proceeding against debtors of the public treasury, shall be held as being the only ones in force for the collection of municipal incomes.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 124.

Headquarters Division of Cuba,
Habana, March 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

From the date of the publication of this order the municipal authorities throughout the island of Cuba are charged, without any intervention of the civil governors, with all that pertains to the maintenance of public order and the carrying out of all proper municipal ordinances relating thereto within their municipalities.

They are also charged with the administration of the municipal police force, the regulating of public amusements, the granting of permits for public parades, assemblies, and meetings.

All orders, decrees, or laws, or parts thereof, in conflict with the provisions of this order are hereby revoked.

ADNA R. CHAFFEE,
Brigadier-General. U. S. Volunteers, Chief of Staff.

No. 125.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

In compliance with the provisions of Paragraph VII, Order No. 109, of these headquarters, dated March 14, 1900, the municipal court of Cascajal, together with the territory over which it exercises jurisdiction, is hereby separated from the judicial circuit of Cienfuegos and is annexed to the judicial circuit of Sagua la Grande, both located in the province of Santa Clara.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 126.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Partial pardon is hereby granted the prisoner Genaro Drake, reducing by one-fourth the sentence of twelve years and one day of "reclusión temporal" imposed upon him by the audiencia of Matanzas June 12, 1897.

The secretary of justice will see that due entry is made on the prison records of the aforementioned mitigation of sentence, and report execution of same to these headquarters.

Without any appeal therefrom, the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 127.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 26, 1900.

By direction of the secretary of war, the military governor of Cuba publishes the following order:

On and after the 15th day of April, 1900, the revenues of the island of Cuba shall be kept and paid out as follows:

I. All moneys received at Habana shall be paid over to the treasurer and deposited by him in the vaults of the treasury, and paid out only upon warrants signed and countersigned in accordance with the laws and regulations governing the island of Cuba.

II. (*a*) All moneys received at points other than Habana shall be transmitted in specie to the treasurer at Habana, to be deposited, kept, and paid out in the manner aforesaid;

(*b*) or deposited to the credit of disbursing officers in authorized depositories, as one or the other of the said methods of procedure shall be from time to time directed by the treasurer of the island.

III. Any chartered bank, trust company, or banking firm authorized to do business in the island may qualify as a depository of island funds by giving securities in an amount equal to the maximum deposits of island funds which it will be allowed to have at any one time. Not less than 50 per cent of this security shall be in bonds of the United States at their market value or bonds of the city of Habana at par. These bonds to be deposited with the United States Treasury Department or with the treasurer of Cuba. The balance of this security will be in the form of a bond of some surety company or companies authorized to transact business under the laws governing the island of Cuba and subject to the approval of the Secretary of War.

IV. In view of the services of the North American Trust Company as a depository and agent for the disbursement of island funds and the convenience arising from the fact that it is the fiscal agent of the United States, that company will have preference as a depository in places where it has banking houses, viz, Habana, Matanzas, Cienfuegos, and Santiago, to the extent that it shall qualify as hereinbefore provided within thirty days from this date; otherwise the banks and bankers above described will be accepted as depositories in proportion of the security furnished.

V. All moneys allotted for expenditure by disbursing officers will, except as otherwise determined by the treasurer, be deposited in authorized depositories to the credit of the disbursing officer, subject to draft or check by such officer. For the receipt and payment of such moneys an allowane will be made to the depository of one-fourth of 1 per cent when the payment is in the same place where the deposit is made, and one-half of 1 per cent when payment is in a different place than that in which the deposit is made.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 128.

Headquarters Division of Cuba,
Habana, March 28, 1900.

The military governor of Cuba, upon the recommendation of the chief of customs service, directs the publication of the following:

REGULATIONS FOR THE INSPECTION OF HORSES, NEAT CATTLE, SHEEP, AND OTHER RUMINANTS, AND SWINE, IMPORTED INTO THE ISLAND OF CUBA.

I. All horses, mules, and asses, neat cattle, sheep, and other ruminants, and swine imported into the island of Cuba shall be subjected to a veterinary inspection.

II. Health certificates will be required from an authorized veterinarian in the place of purchase of the cattle, stating the number of cattle purchased and that they are free from infectious or contagious diseases of any kind. The words "contagious diseases" include and apply to all or any of the following diseases: Glanders and farcy, maladie du coit, distemper, anthrax, contagious pleuro-pneumonia, Texas or splenetic fever, tuberculosis, actinomycosis, foot-and-mouth disease, rinderpest, variola, scab, hog cholera, swine plague, and erysipelas. These certificates shall accompany each cargo of cattle arriving at all ports in Cuba, and shall be presented to the custom-house veterinary inspector at the port of entry before the disembarkation of the cattle takes place.

III. This certificate to be exacted from all masters of vessels after the 15th day of May, 1900.

IV. In case of cattle shipped from foreign ports at which there is no official veterinary inspector, a certificate shall be required of the local health officer, with a certificate from the local United States consul or consular agent of the nonexistence at that place of an official veterinary inspector.

V. In the case of cattle shipped from foreign ports at which there is no United States consul or consular agent, the above-mentioned certificate shall be made by the consul or consular agent of some foreign nation at peace with the United States; or, if there be no consul or consular agent of some foreign nation at peace with the United States, or if there be no consul or consular agent, by two reputable merchants of good standing in the port of origin.

VI. For every noncompliance with the above regulations a fine not less than $10 nor more than $25 shall be imposed by the collector of customs of the port of entry in Cuba, in his discretion, upon the recommendation of the veterinary inspector at his port.

VII. On the arrival of a vessel carrying cattle it will be boarded by the customs veterinary inspector, who shall receive from the captain of the vessel the certificates above specified, also a statement showing the number of cattle, the number which have died during the voyage, and the number of cattle remaining on board.

VIII. The veterinary inspector will make an examination of the cattle on board the vessel for the purpose of ascertaining whether or not any of them are affected with infectious or contagious diseases, and the cattle will not be permitted to land until such inspection has been made.

IX. Should the cattle be found affected with any infectious or contagious disease, they will not be permitted to land until it shall have been determined what disposition shall be made of them—either to be returned to the port whence they came or to be placed in quarantine.

X. After the veterinary inspector has finished his examination on the vessel and found the cattle free of infectious or contagious disease, he will permit them to land, again examining them one by one as they leave the ship, in order to verify the examination made on board.

XI. If it be confirmed, after the second examination by the veterinary inspector, that the cattle are free from disease, a certificate of health by said veterinary inspector will be given to the customs inspector in charge of the corrals, and this officer, on receiving the health certificate and the permit of the custom-house, will allow said cattle to be removed by.the owners from the jurisdiction of the custom-house.

XII. It will be the duty, both of the customs veterinary and the customs inspector, to see that due and adequate provision is made by the owners of the corrals for the proper watering and feeding of the cattle, and that the corrals and their surroundings are kept in strictly clean and sanitary condition. To this end both or either officers will be permitted to have free access to all parts of the corrals at any time, day or night.

XIII. Upon the discharge of a cargo of infected cattle into quarantine quarters, or whenever it is deemed necessary by the veterinary inspector of the port, the ship will proceed to sea to a point not less than 5 miles outside the harbor entrance, and be thoroughly cleaned and, if necessary, disinfected, under the direction of a customs inspector. Any sick, dying, or badly injured cattle among the cargo will be at once killed and immediately taken out and discharged at sea, when the ship passes out to be cleaned.

XIV. Cattle that die on board from the effects of the voyage, while a vessel is in port, shall not be taken from the vessel, but shall be thrown into the sea by the master at a point not less than 5 miles outside the harbor.

XV. The health certificates, permits, and schedules above referred to will be returned and kept in the office of the veterinary inspector of the port as permanent records of the custom-house.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 129.

Headquarters Division of Cuba,
Habana, March 30, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The municipal district of Lagunillas, belonging to the judicial circuit of Cardenas, province of Matanzas, is hereby abolished, and the whole territory within the administrative jurisdiction of the municipality of Lagunillas shall be distributed between the municipal districts of Cardenas and Cimarrones, following the natural boundary line of the Lagunillas and Contreras wards.

II. The archives and other property of the former municipality of Lagunillas shall be transferred in corresponding parts to the ayuntamientos of Cardenas and Cimarrones.

III. The ayuntamientos of Cardenas and Cimarrones shall respectively assume all obligations and rights that pertained to the ayuntamiento of Lagunillas.

IV. The abolition of the municipal district of Lagunillas shall not interfere in any way with existing rights of property or with existing public and private easements.

V. The mayors of Cardenas and Cimarrones shall appoint immediately such "mayors of the suburbs" (alcaldes de barrio) as may be necessary in the territory added to said municipalities by the provisions of this order.

VI. The civil governor of Matanzas shall appoint to the ayuntamientos of Cardenas and Cimarrones provisional aldermen from among the inhabitants of Lagunillas, in order that they may have due representation.

VII. The civil governor of Matanzas is charged with the enforcement of this order, and he will take such steps as may be necessary for the prompt fulfillment of its provisions.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 130.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 31, 1900.

The military governor of Cuba directs the publication of the following order:

I. Paragraph XIII, Order No. 102, series of 1899 of these headquarters, is hereby revoked.

II. On and after this date all sponges which may be seized for being unlawfully taken in the maritime belt of the island of Cuba shall be destroyed.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers. Chief of Staff.

No. 131.

HEADQUARTERS DIVISION OF CUBA,
Habana, March 31, 1900.

The military governor of Cuba directs me to announce the following appointments:

Province of Matanzas.—Cardenas: To be first assistant mayor, Manuel R. Fernandez Rubalcaba, vice Joaquin Otazo Diaz, resigned. To be second assistant mayor, Jose Maria Verdeja y Martinez, vice Ernesto Castro Lajonechero, resigned.

Province of Santiago de Cuba.—Santiago de Cuba: To be mayor, Tomas Padro Grinan, vice Porfirio Valiente, deceased.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 132.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 1, 1900.

The military governor of Cuba directs me to announce the following appointments: To be fiscal of the supreme court of the island of Cuba, Carlos Revilla; to be assistant fiscal of the supreme court of the island of Cuba, Carlos Ortiz; to be assistant fiscal of the audiencia of Habana, Ricardo Lancis; to be deputy fiscal of the audiencia of Habana, Manuel Landa. These appointments to take effect from the date of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 133.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointment and resignation:

I. Province of Habana.—Guira de Melena: To be first assistant mayor, Luis Martinez, vice Luis Fraschieri, resigned.

II. The resignation of Carlos Fonseca Lanzada as second assistant mayor of Batabano, province of Habana, having been submitted, is hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 134.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order: Full pardon of the unexpired time of sentence is hereby granted to Julio Radillo y Ramirez, who is in the cárcel of Habana. The secretary of justice will institute measures to set the aforementioned at liberty at once.

Without any appeal therefrom, the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 135.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 3, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

I. From the date of the publication of this order the provisions of the "Ley de Mostrencos" (law of unknown ownership of properties) of May 2, 1835, of the ordinance of December 9, 1882, and of such others as refer to the denouncements by private individuals and the appointment of special investigators of all kinds of properties and rights of the State, are hereby revoked.

II. In the future investigations will be obligatory upon the administración de hacienda and the officers of public prosecution, without their receiving any special compensation or benefits from the result of such investigation.

III. It is the duty of all citizens to freely furnish information of rights and properties which may belong to the State or to the municipalities and which may be at present abandoned or in the possession of private individuals.

IV. In all cases of this nature now pending settlement will be made according to the provisions of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 136.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 3, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The attachment on the houses Campanario No. 90, Lealtad No. 105, Virtudes No. 93, and Aguila No. 110, the property of Mrs. Rita Valdes, widow of Carlos Ruiz de Langenhein, made in virtue of administrative proceedings for fraud, instituted by the pay department of the navy of the port of Habana, and for the liability declared to have been incurred by said Ruiz de Langenhein, is hereby revoked and canceled.

II. The department of justice will notify the registrar of property to cancel said attachments.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 137.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 5, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Order No. 26, Headquarters Division of Cuba, dated January 18, 1900, being in the nature of a provision favorable to the prisoner, is, in accordance with the provisions of article 21 of the penal code, declared to have retroactive effect.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 138.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 5, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

I. From the date of this order and in accordance with the provisions of order No. 123, dated March 24, 1900, the service of inspection of the taxes transferred to the municipalities and of any other kind of property or rights of said corporations shall be performed solely by the administration, and all inspectors who are paid out of part of the fines or penalties imposed upon those who by fraud avoid the payment of taxes, shall cease in their office.

II. Hereafter all fines and other penalties provided for in the regulations shall be turned in to the municipal treasuries to be applied to the expenses of the budget.

III. Municipal administrations are hereby charged with the enforcement of the provisions of this order, and of all others in force relating to the service of investigation and inspection of said municipal taxes and rights.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 139.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 6, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Full pardon of the unexpired term of sentence is hereby granted to the following prisoners: *a.* (1) Rosa Dillas Frade, who is in the Casa de las Recogidas; *b.* (1) Emiliano Wilson, (2) Roque Pupo Hernandez, and (3) Nicanor Enamorado Frias, who are in the presidio of Habana. The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Partial pardon is hereby granted the following-named prisoners, reducing their sentences as hereinafter stated: *a.* Elpidio Laguardia Carcases, who is in the cárcel of Habana, will be set at liberty December 21, 1902; *b.* Silvestre Ribot, whose unexpired time of one sentence of ten years and three of nine years in a penitentiary (presidio mayor), is reduced by twenty-two years; *c.* Cornelio Guillermo Naranjo, whose unexpired time of two sentences of ten years each in a penitentiary (presidio mayor), is reduced by eight years. The secretary of justice will see that due entry is made on the prison records of the aforementioned mitigation of sentences, and report execution of same to these headquarters.

III. Penal action is hereby declared ended in the matters of crime that caused the imprisonment of Jose Lopez y Lopez, who is in the cárcel of Habana. The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against this man for the offenses with which he now stands charged, and will institute measures to set him at liberty at once.

IV. Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 140.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Article 88 of the existing civil code is hereby repealed.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 141.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Article 1399 of the law of civil procedure is hereby amended by adding thereto the following:

The preventive embargo must also be decreed whenever a merchant solicits it, when the proceedings are directed against anyone that is or may have been a merchant or manufacturer and the debt is the result of mercantile transactions between them and the payment of an amount in cash is claimed.

In this case it will not be necessary to produce any documentary evidence. It will be sufficient for the one soliciting the embargo to swear that the requisites of the account as stated in the preceding paragraph are true and that the amount claimed is due him and has not been paid.

The embargo will be immediately decreed after the necessary bond is furnished, which bond will not exceed the amount claimed as due, with one-third of the amount added.

These embargoes will only be decreed in case of indebtedness to the claimant personally, and never in the case of credits transferred to a third person.

The articles embargoed will be left on deposit in the possession of the debtor, and any violation of this deposit will constitute the offense of fraud under paragraph 5 of article 559 of the penal code.

II. Article 1400 of the law of civil procedure is amended to read as follows:

ART. 1400. In the cases enumerated in paragraphs 2, 3, and 4 of the preceding article, if the person soliciting the embargo should have no known responsibility the judge will require from him sufficient bond to pay such damages and costs as may accrue.

The bond to which this article and the previous one refer shall be such as the law authorizes.

Should the judge accept a personal bond he will be held personally responsible for the same.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 142.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

All persons who claim to be included in the decrees of pardon issued by the Spanish general, Jimenez Castellanos, on December 16 and 27, of the year 1898, in favor of persons belonging to the corps of volunteers, and who do not possess their original credentials, shall have the right to substitute for them any evidence existing before the 1st of January, 1899, which at the time of issuing said decrees would have been accepted in lieu of the original credentials. Such substituted evidence shall have such weight only as the courts deem proper to give to it.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 143.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Full pardon of the unexpired time of sentence is hereby granted to the following prisoners: (1) Vicente Vidal Cos, (2) Jose Dillas Frade, (3) Evaristo Valdes Cordoba, (4) Jose Lubian, and (5) Federico Casariego Landrove, who are in the cárcel of Habana. The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Partial pardon is hereby granted the following-named prisoners, reducing their sentences as hereinafter stated: (1) Francisco Escalona y Almaguer, whose unexpired time of sentence of seventeen years of "reclusion temporal," imposed upon him by the audiencia of Santiago de Cuba on December 31, 1894, is reduced by two years and four months; (2) Emilio Castillo y Serrano, whose unexpired time of sentence of ten years in a penitentiary (presidio mayor), imposed upon him by the "Spanish war jurisdiction" on May 4, 1894, is reduced by two years; (3) Victor Licea, whose unexpired time of sentence of eight years of "reclusión temporal," imposed upon him by the audiencia of Matanzas on April 5, 1897, is reduced by one year, one month, and twenty-nine days; (4) Angel Guerra Ramos, whose unexpired time of sentence of eight years in a penitentiary (presidio mayor), imposed upon him by the "Spanish war jurisdiction" on July 31, 1895, is reduced by one-half. The above-mentioned prisoners are in the presidio at Habana. The secretary of justice will see that due entry is made on the prison record of the aforementioned mitigation of sentences and report execution of same to these headquarters.

III. Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order,

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 144.

Headquarters Division of Cuba,
Habana, April 9, 1900.

The military governor of Cuba directs the publication of the following order:

Paragraph II, Order No. 79, current series from these headquarters, is so amended as to extend the period permitting the reception of applications from those desiring to pursue their occupation of commercial broker until April 30 of the current year.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 145.

Headquarters Division of Cuba,
Habana, April 9, 1900.

The military governor of Cuba directs the publication of the following order:

The commission appointed by Order No. 34, from these headquarters, dated January 22, 1900, to consider the general subject of taxation, is hereby dissolved, to date April 10, 1900.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 146.

Headquarters Division of Cuba,
Habana, April 9, 1900.

The military governor of Cuba directs the publication of the following order:

Paragraph I, Order No. 81 from these headquarters, dated February 20, 1900, is amended to read as follows:

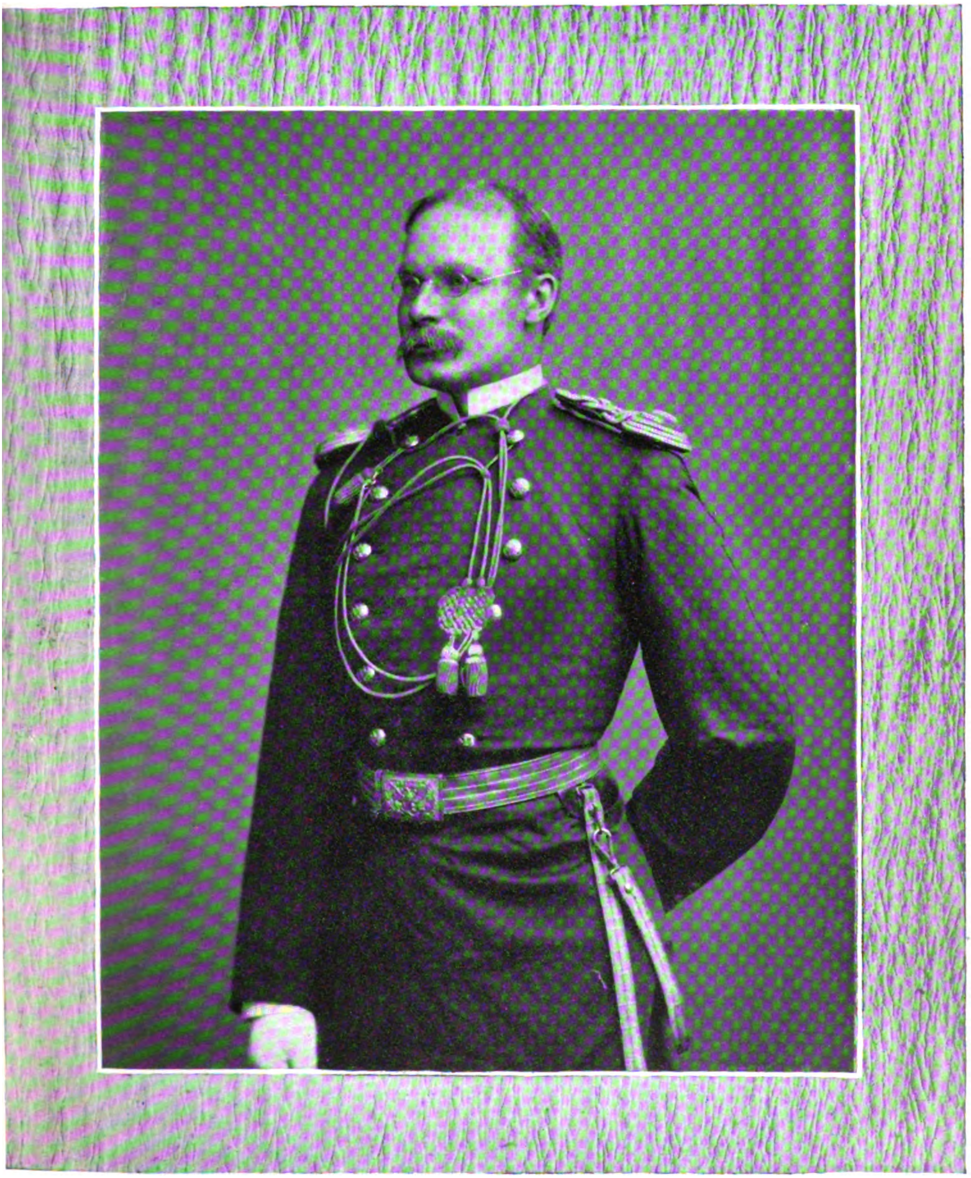
All prisoners who may have to serve penalties of more than six months in the province of Santiago de Cuba will be removed from the district jails to the provincial jail at Santiago de Cuba.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 147.

Headquarters Division of Cuba,
Habana, April 9, 1900.

By direction of the military governor of Cuba, Order No. 69, of June 5, 1899, is republished for the information and guidance of all concerned, as follows:



LIEUT. COL. H. L. SCOTT, ADJUTANT-GENERAL, DIVISION OF CUBA.

No. 69.

HABANA, *June 5, 1899.*

The military governor of Cuba directs the publication of the following order:

I. The order of April 24, 1899, whereby an extension of two years, terminating on the 1st day of May, 1901, was granted for the collection and enforcement of the obligations therein stated and contracted before the 31st day of December, 1898, is hereby modified as specified in the following articles:

II. Except as otherwise prescribed in this order, an extension of two years, terminating on the 1st day of May, 1901, is granted for the collection and enforcement on real estate, or its products, of all obligations, whether or not secured by mortgage, or any other security on real property; provided, that this extension shall not apply to liabilities contracted since the 31st day of December, 1898.

III. The said extension shall be for one year only, terminating on the 1st day of May, 1900, on all obligations, whether or not secured by mortgage, where it may be necessary to enforce collection through levy and sale of city real property or of rural property, in a condition of normal production; but creditors may institute suit at law to collect interests due on all obligations, whether or not secured by mortgage, and on censos or ground rents, provided that said interest shall have accrued since the 31st day of December, 1898, and that in case of default of payment collection shall be made on the rents only of said city property, or on the rents or products of rural property in a condition of normal production.

IV. At the expiration of the said year of extension creditors shall be at liberty to institute suit to recover principal, interest, and costs due and unpaid on said date or that may thereafter become due, without restriction or limitation of any kind, so far only as city property or the rural property mentioned in the preceding article is concerned.

V. Property, either urban or rural, belonging to debtors who may have been declared bankrupt or who may have made assignment for the benefit of creditors shall not be protected from the action of creditors nor included in the benefits of the extension hereby ordered when the proceedings of bankruptcy or assignment for the benefit of creditors shall have been initiated prior to the 16th day of May, 1896.

VI. In like manner city or rural property, in regard to which final judgment of judicial sale shall have been rendered prior to the 16th day of May, 1896, either in an ordinary action or in a special executive proceeding, shall not be exempt from the legal action of creditors who, as regards such property, may freely institute suit without restriction or limitation of any kind.

VII. In like manner the provisions of the extension granted shall not apply to rural property abandoned by its owners nor to property left uncultivated during the remainder of the present year. Property will be considered thus abandoned in cases wherein the owner shall be absent from the country, without having provided, through the appointment of an attorney, manager, or any other similar agency, for the management and control of his property.

VIII. It shall be lawful in all cases for creditors to take such judicial action as the law may entitle them to, so far only as may be necessary to secure their right of priority in regard to the other creditor, through the attachment of the property and the record of such action in the registry books. Said judicial action, however, and the attachment of the property shall not confer on the creditor any right to prosecute his suit otherwise than as prescribed in this order.

IX. The provisions of this order shall not apply to those debts for the collection of which the creditors may have obtained the control and administration of the property of the debtor in conformity with the provisions of article 1503 of the law of civil procedure.

X. All liabilities for costs, either incurred or which may hereafter be incurred in suits against debtors, shall be collected and enforced under the restrictions and limitations prescribed in this order for the liabilities in which said costs may accrue.

XI. In all proceedings against the products or rents of rural property the creditor shall, at the time of filing his claim, present a statement from the alcalde of the municipality in which the property may be situated certifying that said property is in a condition of normal production. The alcalde issuing such certificates shall state therein the facts and grounds on which he bases his conclusions. If the alcalde should not think that the property is in the condition claimed by the creditors, he shall so state in writing.

XII. Rural property shall be deemed in a condition of normal production when, besides the fact that its plant and machinery are in good condition, it shall have produced either in rent or products during the agricultural year of 1898 to 1899, more than 50 per cent of the amount of rents or products obtained from the said property in the agricultural year of 1894 to 1895.

XIII. The certificate issued by the alcalde under article XI of this order shall not be conclusive evidence of the fact therein stated, and it shall be lawful, therefore, for the debtor to submit his denial of said statements. The issue thus raised shall be tried according to the provisions for special or incidental proceedings in articles 740 et seq. of the law of civil procedure, and the action of the creditor will be stayed until final decision shall be rendered. The burden of proof as to the fact that the production of the property has exceeded the 50 per cent mentioned in article XII of this order shall be on the creditor. The debtor shall submit his denial within ten days after demand of payment shall have been made of him or within ten days after the notice of the order of the judge issuing execution against the rent and products of the property in question.

XIV. In the proceedings mentioned in Article XIII of this order no recourse may be had from the decision of the audiencia, which decision shall be final.

XV. When city property, on the rents of which the creditor may have a right to enforce the collection of interest as prescribed in Article III of this order, is occupied by the debtor, or by some other person not paying rent, or which may be attached by another creditor without a preferent right, the creditor shall have the right to take such judicial action as the laws may entitle him to, in order so to administer the said property that it may produce adequate rents.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 148.

Headquarters Division of Cuba,
Habana, April 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the following transfers: Ramon Madrigal y Mendicutia, judge of primera instancia of Sancti Spiritus, to the court of Manzanillo; Manuel Fuentes Garcia, judge of primera instancia of Manzanillo, to the court of Sancti Spiritus.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 149.

Headquarters Division of Cuba,
Habana, April 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order: Hereafter all persons over 23 years of age may freely contract marriage without soliciting parental advice (consejo paterno).

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 150.

Headquarters Division of Cuba,
Habana, April 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Paragraphs 1 and 3 of article 342 of the penal code are hereby revoked.

II. Paragraph 4 of article 467 of the penal code is amended to read as follows:

"In all cases provided for in this article, the implied pardon alone shall discontinue the criminal action or remove the penalty, should this have been already imposed upon the culprit."

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 151.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 11, 1900.

The military governor of Cuba directs the publication of the following order:

I. Paragraph XIII of Order No. 80, from these headquarters, dated June 15, 1899, is hereby repealed.

II. From the date of the publication of this order all audiencias in the island of Cuba shall have same rank, but in view of the greater expenses attendant upon service in Habana, the president and associate justices, fiscals, and other officials of the audiencia of Habana will continue to receive the salary at present paid.

III. Transfers from one audiencia to another of presidents, associate justices, fiscals, and other officials of the various audiencias will be made whenever the administration of justice requires such action.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 152.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 10, 1900.

The military governor of Cuba directs the publication of the following order:

I. The police or correctional court existing in the city of Habana under orders of the military governor of Habana is hereby continued in force and operation, with territorial jurisdiction coincident with that of the Habana police.

II. This court is authorized to take cognizance of, to try, and to punish all offenses known as "faltas" and all minor breaches of the peace.

III. This court shall also have jurisdiction to try and to punish the authors and publishers of all immoral or obscene publications, and also, on the complaint of the aggrieved or injured person, to try and to punish the authors and publishers of any false, malicious, or scandalous statement, whether printed, written, or oral, which may tend to seriously injure the reputation of another or his or her standing in the community or in professional or official life.

Nothing contained in the foregoing paragraph shall prevent the aggrieved or injured person from making his complaint to any other court in cases where such court may have jurisdiction.

IV. This court is authorized to impose sentences not to exceed thirty days' imprisonment, or fines not to exceed $30, or both, at the discretion of the judge.

V. This court is further authorized to issue warrants of arrest, search warrants, and subpœnas, and all processes necessary for the proper conduct of the court.

VI. The trials shall be oral and summary, as at present conducted.

VII. All papers and orders shall be served by the police of the municipality of Habana, and the police department of the city of Habana will cooperate with this court in all that may be necessary for it to properly perform its duties.

VIII. Upon the establishment throughout the island of the correctional courts now under consideration, this court will be incorporated in the proposed system and its powers and functions made to correspond thereto.

IX. All laws, orders, or parts of laws or orders, in conflict with this order are suspended within the territorial jurisdiction of this court.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 153.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 11, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignations:

I.

Province of Santa Clara—Cienfuegos: To be fifth assistant mayor, Carlos Trujillo y Carrion, vice Leopoldo Figueroa.

Province of Santiago de Cuba—Sagua de Tanamo: To be mayor, Ramon Herrera; to be first assistant mayor, Eladio Vazquez, vice Ramon Herrera.

II.

The resignations of Donato Suarez, first assistant mayor of Vinales, province of Pinar del Rio, and Jose Martinez Moreno, third assistant mayor of Cardenas, province of Matanzas, having been submitted, are hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 154.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following resignation and appointments:

I. The resignation of Temistocles Betancourt, professor of universal history and civic instruction in the Institute of Puerto Principe, having been submitted, is hereby accepted.

II. Francisco Perez Vizcaino, at present professor of Latin grammar (first and second year), in the Institute of Puerto Principe, is hereby appointed to the chair of universal history and civic instruction in the same institution.

III. Agustin Betancourt y Ronquillo is hereby appointed professor of Latin grammar (first and second year) in the Institute of Puerto Principe.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 155.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 14, 1900.

The military governor of Cuba directs the publication of the following order:

I. Department commanders will divide their departments into districts of a convenient size, and designate an officer as district engineer for each district, to be stationed within, or close to, the limits of the district.

In so far as regards all work included within the purview of this order, district engineers will be under the direct orders of the engineer officer of the department.

II. District engineers shall be charged with and complete all engineer work on roads, buildings, and other public work now in progress under the direction of the department commanders.

III. All works of a sanitary nature to be undertaken in future will be under the supervision of the department and district engineers, who, in addition, will be charged with the execution of such portions of this work as may be assigned to them.

IV. Department commanders will, within the limits as to amounts and objects of expenditures determined upon by the division commander, authorize the inception and execution of the various works within their department, to be executed by the department engineer organization. In accordance with Paragraphs VIII and XV, Order No. 29, headquarters division of Cuba, January 19, 1900, these works will, except in special cases directly authorized by the division commander, be confined to those affecting sanitation, such as street work in cities, water supply, etc.

V. Projects for work not exceeding $10,000 in cost may be acted upon by the department officers, subject to allotment of funds therefor. Those works which, when completed, involve a greater expenditure should be submitted to the division commander for action.

VI. Reports of operations in the engineer department shall be submitted by each district engineer to the department engineer on the 10th, 20th, and last day of each month. A monthly report of such operations will be made by the department engineer to the chief engineer of the division as soon as practicable after the close of each month.

VII. The division engineer is authorized to advise and direct department engineers as to technical methods, under instructions from the division commander, and he shall perform such other duties as may, from time to time, be assigned to him by proper authority.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 156.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Full pardon of the unexpired time of sentence of ten years in a penitentiary (presidio mayor), imposed by the audiencia of Habana, December 3, 1879, for homicide, is hereby granted to Julian Valdes Ontiveros, who is at present at large.

II. Full pardon of the unexpired time of three sentences of six years, ten months, and one day each, in a penitentiary (presidio mayor), imposed by the audiencia of Habana, September 30, 1887, for three crimes of robbery, is hereby granted to Facundo Cordoves, who is in the presidio of Habana.

III. Partial pardon is hereby granted the following-named prisoners, who are in the presidio of Habana, reducing their sentences as hereinafter stated: (1) Genaro Delis, whose unexpired time of sentence of ten years in a penitentiary (presidio mayor), imposed upon him by the "Spanish war jurisdiction," on August 24, 1895, for the crime of robbery, is reduced by two years. (2) Mariano Ruiz Abascal, whose unexpired time of one sentence of two years, four months, and one day of "presidio correccional," imposed upon him by the audiencia of Matanzas, July 15, 1890, for theft, is reduced by two-thirds, and whose total time of three sentences of ten years each, in a penitentiary (presidio mayor), imposed upon him by the "Spanish supreme council of war and navy," on January 27, 1891, for three crimes of robbery, is reduced by two-thirds. The secretary of justice is charged with the enforcement of this order and will report execution of same to these headquarters.

IV. Without any appeal therefrom, the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 157.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 14, 1900.

The military governor of Cuba directs the publication of the following order:

Until the correctional courts for Habana and the rest of the island of Cuba are definitely established the police or correctional court created by order No. 152, of April 10, 1900, shall be constituted as follows:

I. The military governor will appoint a presiding judge who shall try and impose sentence in all cases except those included in Paragraph III of said Order No. 152, and except in such cases in which, in his opinion, a penalty greater than ten days' imprisonment or $10 fine, or both, should be imposed.

II. All cases in which, in the judgment of the presiding judge, a penalty greater than ten days' imprisonment or $10 fine, or both, should be imposed, will be postponed and tried by the full court.

III. All cases provided for by Paragraph III of Order No. 152 shall be tried by the full court.

IV. The full court shall consist of the presiding judge and two associate judges, the latter to be selected weekly by lot from among the municipal judges of the city of Habana.

V. In all cases tried by the full court a majority vote shall be necessary to sentence.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 158.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following explanatory order:

I. Order No. 57 from these headquarters, dated February 9, 1900, refers solely to those who have been "judicially declared" insane.

II. The order of admission to the General Asylum for the Insane shall emanate from the department of state and government, to which department all other authorities shall apply, whenever necessary, and forward such documents as may be required by law in the premises.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 159.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 16, 1900.

The military governor of Cuba directs the publication of the following order:

Penal action pending against the accused, Manuel Vargas Benitez, at present in the hospital of the presidio of Habana, is hereby declared ended in any case instituted against him.

The secretary of justice will at once instruct the officers of public prosecution to discontinue any criminal action and proceeding against this man for the offenses with which he now stands charged and will institute measures to set him at liberty at once.

Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 160.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

It appearing that the sale at auction of the shed No. 36 in the lower street of the cuartel de pardos, Santiago de Cuba, ordered by the municipal judge of the northern district of said city in the proceedings of the oral trial instituted by Mario Fernandez against Eugenio Garcia personally and as legitimate husband of Maria Librada Mendoza, was carried out with evident infraction of administrative rulings of the decree of the general government of April 19, 1897, confirmed by that of March 5, 1898, it is hereby ordered that all the proceedings relative to the execution instituted in said verbal trial since September 17, 1898, embracing the sale at auction of the shed No. 36 in the cuartel de pardos, are hereby revoked.

This order will be communicated to the municipal judge of said district in the usual way and for immediate compliance.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 161.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 17, 1900.

The military governor of Cuba directs the publication of the following order:

From and after May 1, 1900, the women's prison (casa de las recogidas) in this city is attached to and declared to be a branch of the penitentiary (presidio).

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 162.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Full pardon of the unexpired time of sentence of ten years in a penitentiary (presidio mayor), imposed by the "Spanish war jurisdiction," on March 6, 1894, is hereby granted to Isidro Cedeno Almeida, who is in the presidio of Habana for the crime of assault and robbery in a gang.

II. Partial pardon is hereby granted the prisoner Jose Perez Ramirez, at present in the presidio of Habana, and whose unexpired time of sentence of seventeen years and five months of "cadena temporal," imposed upon him by the audiencia of Puerto Principe on June 2, 1899, for the crime of murder, is reduced by one-fourth.

III. Penal action pending against Lino Hernandez, at present in the cárcel of Guines, is hereby declared ended in the case instituted against him in the court of instrucción of said town, for the crime of robbery.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action pending in said case against the above-mentioned prisoner, and will institute measures to set him at liberty at once.

IV. Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 163.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 20, 1900.

The military governor of Cuba directs the publication of the following order for the information of all concerned, to set aside any doubt as to the applicability of "contencioso-administrativo" proceedings in certain cases in which decisions have been rendered by the military governor since January 1, 1899:

I. The only appeal which can be taken from the decision of the military governor is to the Secretary of War, or through him to the President of the United States.

II. If appeals have been taken in any cases from the decision of the military governor of Cuba under the recourse known as "contencioso-administrativo," they will be immediately discontinued.

III. All provisions in conflict with this order or any portion thereof are hereby annulled.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 164.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 18, 1900.

After careful consideration of the various plans and regulations proposed for municipal elections, the military governor of Cuba directs the publication of the following order:

Municipal elections will be held throughout the island on June 16, 1900, at which there will be elected alcaldes, members of the ayuntamiento, municipal treasurers, municipal judges, and correctional judges, as follows:

For each municipality, one alcalde and the number of members of the ayuntamiento now provided by law, one municipal judge, except in Habana, where four shall be elected, one municipal treasurer, and correctional judges as shall hereafter be announced.

Duly elected candidates will take office July 1, 1900, and will continue in office until July 1, 1901.

The following instructions will govern said municipal elections, and the forms herewith published shall be used in carrying on said elections:

Election day, June 16, 1900, is hereby declared a legal holiday.

I. Voters at the municipal elections must possess the following qualifications:

1. The voter must be a native male Cuban or the son of a native male Cuban, born while his parents were temporarily residing abroad, or a Spaniard included within the provisions of article 9 of the treaty of Paris, who has not made declaration of his decision to preserve his allegiance to the Crown of Spain, as provided in said article.

2. He must be of the age of 21 years or upward on the day preceding the day of election.

3. He must have resided in the municipality in which he intends to vote at least thirty days immediately preceding the first day of registration, and in addition to the above he must possess any one of the following qualifications:

(*a*) Ability to read and write; (*b*) ownership of real or personal property to the value of $250, American gold; (*c*) service in the Cuban army prior to July 18, 1898, and honorable discharge therefrom, whether a native Cuban or not.

DISQUALIFICATIONS.

II. No person shall be qualified to vote who is insane or an idiot, or who is a resident in or supported by any public charitable institution, or who is deprived of or suspended from the exercise of his political rights by sentence of a court, except in cases where the conviction is for a crime of a political character.

CANDIDATES.

III. No person shall be a candidate for office in any municipality other than a qualified elector of that municipality, able to read and write.

REGISTRATION OF VOTERS.

IV. There shall be appointed in every municipality a board of registration of voters for every barrio, which shall consist of three residents of the barrio who can read and write, known to be qualified electors, to be elected in the following manner: The ayuntamiento must, as soon as possible before the 27th day of April, select a supervisor of elections for each barrio of the municipality. Such supervisor of elections shall serve without pay and shall be a bona fide resident of the barrio and a qualified elector.

It shall be the duty of the supervisor to notify the electors of the barrio that from the 30th of April until the hour of noon of the 4th of May, 1900, they may present to him, at a place within the barrio specified by him, a certificate in which they name one individual as their choice for member of the board of registration and one individual who may act as his alternate. The supervisor of elections shall, on the afternoon of May 4, declare that the individuals and their alternates having the three largest number of signatures to their certificates shall constitute the board of registration of the barrio, and he shall issue the proper appointments to such individuals and forthwith send his report and all certificates received by him to the alcalde, who shall permit the public to inspect them at his office.

Should any individual decline to serve, his alternate shall take his place. Should the alternate also decline to serve, then the individual having the next highest numbers of signatures, and his alternate, shall be declared elected, and in all cases where a sufficient number of individuals to constitute the board are not named by certificate the supervisor of elections shall appoint. When the board of elections is officially oppointed the duties of the supervisor of elections shall end. After the board of registration is once organized, absent members shall be replaced by their own or other alternates, or, should the necessity arise, the remaining members may fill the board by the selection of a duly qualified elector of the barrio.

The certificates must show the residence of the signer, and those who not being qualified electors within the barrio, who may sign such certificates, shall incur the penalties hereinafter provided for.

V. The board of registration in each municipality shall meet on the 6th day of May, 1900, at a place to be previously publicly announced by the alcalde, and shall proceed to register, on forms to be furnished for that purpose, all persons who upon application for registration are found to be qualified to vote, as herein prescribed.

VI. Any person who applies for registration as a voter shall be put on oath or affirmation to answer truly all questions touching his qualification as an elector, and he shall also swear that he is not disqualified by Article II of this order; and such oath or affirmation shall be administered by a member of the board to which application is made. In any case the board may require the production of such evidence as may be immediately available in support of the applicant's claim.

Unless the board have personal knowledge, the applicant must be required to read from any book or newspaper or to write one or more phrases from dictation. A majority of the board shall in every case summarily decide as to whether the applicant shall be registered or not.

VII. The entry in the register in the case of each voter must show: (1) His full name. (2) His age, omitting fractions of years. (3) His place of birth. (4) His place of residence. (5) That he has resided at least thirty days within the limits of the municipality next preceding the first day of registration. (6) Date of registry, and one of the following facts: (A) That he is able to read and write. (B) That he owns property to the value of $250, American gold. (C) That he is an honorably discharged soldier of the Cuban army.

VIII. Boards of registration must be in session daily for ten consecutive days, beginning the 6th of May, 1900, from 6 in the morning to 6 at night.

IX. No person other than members of the board, a clerical assistant, and applicants for registration shall be permitted to be present at any session.

X. On the day following the last day of registration three exact copies of the register, arranged in alphabetical order of surnames, certified to and subscribed by members of the board, shall be made by each board and one such copy shall be publicly posted at the place of registration and the other in the building in which the ayuntamiento holds its sessions, and the third shall be mailed to the civil governor. In addition, one certified copy, alphabetically arranged, shall be sent to the alcalde for every polling place as determined by Article XVII.

XI. The various sheets of the original list shall be fastened together and immediately following the last name, the three members of the board shall certify to the total number of names contained in said list, and each member shall subscribe his name thereto. The list shall then be carefully sealed in the presence of the three members and delivered to the alcalde for safe-keeping.

NOMINATION OF CANDIDATES.

XII. No person shall be a candidate for office in a municipal election unless there shall have been presented to the alcalde municipal a nomination of such person, stating the office for which he is to be a candidate, signed by at least 250 registered voters in the municipality of Habana, and by at least 100 registered voters in the municipalities of Santiago de Cuba, Cienfuegos, Matanzas, Pinar del Rio, Santa Clara, and Puerto Principe, and by at least 50 registered votes in all other municipalities. Signatures to a certificate of nomination must be followed by a statement of the residence of each signer. Qualified electors who are unable for any reason to write their names may specially request other electors to sign for them.

XIII. No certificate of nomination of any candidate shall be received after the hour of noon of May 26, 1900, and all such certificates must be accompanied by the acceptance, in writing, of the nomination by the candidates.

XIV. As soon as practicable after the 26th day of May, 1900, the alcalde in each municipality shall transmit to the civil governor of the province a certified list of the names of all candidates duly nominated within the municipality, stating the office for which each candidate is nominated.

XV. The certificates of nomination of candidates shall be open to the inspection of any qualified voter, after they have been in the hands of the alcalde for twenty-four hours.

Together with the certified list of names the alcalde municipal shall transmit to the civil governor a statement showing the total number of registered voters in his municipality and also the number of polling places.

TICKETS.

XVI. Upon receipt of the certificates of nomination from the alcaldes, as above provided, the civil governor shall forthwith cause to be printed voting tickets for each municipality within the province, beginning with the tickets for those most remote or most difficult of access from the provincial capital, and he shall provide for each such municipality a number of tickets, not less than three times the number of registered voters thereof, or 1,200 for each polling place, and upon the completion of the printing of the tickets for any municipality the same shall be forwarded to the alcalde of the municipality at the earliest time possible.

All tickets in any province shall be of white paper, uniform in texture and general appearance, shall be nontransparent, and there shall be uniformity of size for each municipality.

FORM OF TICKET.

Each ticket shall be divided into parallel columns. At the head of each column shall be designated the name of the office to be filled, and immediately thereunder shall be printed the names, arranged in alphabetical order according to the surnames, of all the candidates duly nominated for that office, with a sufficient number of blank spaces below the last name to permit the insertion, in writing, of the name of any person not nominated for whom the elector may desire to vote. At the left of each name in each column there shall be a rectangular space, within which the voter must make a cross, with ink, to indicate that the candidate opposite whose name the mark is placed is the one voted for on the ballot.

VOTING.

XVII. The board of registration shall also act as the board of election, and the polls shall be held at the same place where the registration boards met. If, however, the registration lists show more than 400 names the board of registration shall appoint as many boards of election, consisting of 3 qualified electors, within the barrio as may be necessary to have one polling place for every 400 registered electors.

They shall report the facts to the alcalde when they send in the registration lists, so that the suitable number of voting places may be provided and publicly announced.

No member of the board of registration who shall have accepted a candidacy shall serve in the board of election, his alternate taking his place on taking the proper oath of affirmation. Any vacancy in the board of elections on the election day shall be filled by the board by the appointment of the alternate of the absent member, or other alternate, or by the appointment of an elector duly qualified, who shall also take the proper oath or affirmation, which may be taken before a member of the board of election.

XVIII. The polls shall be open for the reception of votes continuously from 6 a. m. until 6 p. m. on June 16, 1900, and two members of the boards of election must constantly be present.

XIX. Any member of the boards of elections may administer oaths or affirmations required to be administered.

XX. Before receiving any ballots the board must, in the presence of any persons assembled at the polling place, open, exhibit, and close the ballot box, which must contain no paper or substance whatever, and thereafter it must not be removed from the polling place, or from the presence of the bystanders, until all the ballots are counted, nor must it be opened until after the polls are finally closed. Before the boards receive any ballots they must cause it to be proclaimed aloud at the place of election that the polls are open. When the polls are closed that fact must be proclaimed aloud at the place of election, and after such proclamation no ballots must be received.

Voting may commence as soon as the polls are open, and may continue during the time they remain open.

XXI. Before entering upon the exercise of their duties all supervisors of election and members of boards of registration or of election and all clerks shall make oath or affirmation, in writing, to perform their duties faithfully and honestly, and may be taken before any judge of first instance or any municipal judge or the alcalde municipal or before a member of the board of elections in the case provided by Article XVII. All such oaths or affirmations shall be inclosed with the final returns of the elections.

XXII. Each registration board shall appoint one clerk, who shall do the necessary clerical work of the board of registration and of the board of election, and the alcalde shall transmit to the board of election in each barrio, before the hour of opening the polls, the alphabetically arranged certified copy of the registered voters of such barrio, together with the proper number of tickets.

XXIII. There shall be provided at each voting place separate apartments, or if this is not practicable, desks or tables, sufficiently screened from observation of bystanders, at which the voter may prepare his ballot in secrecy. For this purpose the alcalde shall provide the necessary writing materials for the use of voters in preparing their tickets. As many such apartments or desks or tables shall be provided as may in the judgment of the election board be required, and not less than one for every 100 registered voters.

XXIV. Any voter, otherwise qualified, who is unable for any reason to mark and prepare his ballot may call upon any member of the board of election present to assist him in preparing his ticket, and it shall be the duty of such member, in the presence of one other member of the board, to do so, and to mark the ticket as directed. No other person shall be permitted to be within hearing or the possibility of observation at the time such ticket is being marked.

XXV. A person entering the polling place for the purpose of voting shall announce his name to the board of election, one member of which shall immediately repeat the name in a loud, distinct voice. The clerk shall then examine the certified list of registered voters of the barrio, and shall announce to the board whether or not such name is found therein. If the name is found duly registered, a member of the election board shall deliver to the voter one ticket, and shall indicate to him the place where his ticket may be prepared.

XXVI. If for any reason the voter in preparing his ticket shall spoil the same so as to make it unavailable for the purpose of voting, he shall return it to the board of election. Tickets so returned shall be marked "Returned" on the face and kept by the board. Another ticket shall thereupon be delivered to the voter, but not more than three tickets shall be given to any person. No writing or other marks shall be placed upon the ballot, except a cross opposite the name of each person for whom the elector desires to vote, and except the names of such individuals not on the printed list as the elector may desire to vote for.

XXVII. After preparing his ticket, the person offering to vote shall fold it in such a manner that no portion of the face of the ticket shall be visible; and it must not, for any reason whatsoever, either by the voter or any election officer, be unfolded or the face exposed previous to depositing it in the ballot box. The ballot so prepared must be handed by the voter to a member of the board of election, and announce his name at the same time. The presiding officer must receive the ballot, and before depositing it in the ballot box shall again announce in a loud and distinct tone the name and residence of the voter.

CHALLENGE.

XXVIII. Any person offering to vote may be orally challenged by any elector of the municipality, at any time after he enters the polling place and before the ballot is actually deposited in the ballot box, upon any of the following grounds:

1. That he is not the person whose name appears on the register.

2. That he failed to fulfill in any respect the conditions prescribed in paragraph I of this order.

3. That he is disqualified for any of the reasons set forth in paragraph II of this order.

4. That he has previously voted at the same election at another polling place.

5. That he has paid, offered, or promised to pay or contribute any money or other valuable thing as compensation or reward, or has been paid, or has accepted an offer or promise of any money or other valuable thing as compensation or reward for his vote, for the giving or withholding of a vote at this election, or that he has become directly or indirectly interested in any bet depending upon the result of this election.

XXIX. If the challenge is made on the ground that the person offering to vote is not the person whose name appears on the register, the board must tender to him the following oath or affirmation: "You do swear (or affirm) that you are the person whose name is entered on the register of voters of this district."

If the challenge is on any other ground the board shall tender to the person offering to vote an oath or affirmation in similar form, substantially denying the truth of the ground of the challenge.

XXX. In any case of challenge it shall be determined in favor of the party challenged, upon his taking the oath or affirmation tendered, which oath shall be subscribed by him and kept by the board of election.

If any person challenged refuses to take and subscribe the oath or affirmation tendered, he must not be allowed to vote.

If the challenge is determined against the person offering to vote, the ballot offered must, without examination, be marked, "Rejected on challenge," and kept by the board of election.

The clerk of the board shall keep a list showing the names of all persons challenged, the ground of such challenge, and the determination upon the challenge.

XXXI. If the elector be not challenged, or if the challenge be not sustained, the presiding officer must, in the presence of the other members of the board, and in the presence of the elector, place the ballot, without opening or examining the same, into the ballot box, and the voter shall forthwith pass from the polling place. When the ballot has been placed in the box the clerk must write the word "Voted" opposite the name of the elector on the certified copy of the register of voters, and shall enter the name of the voter on the poll list.

Immediately on the closing of the polls the poll list made by the clerk shall be certified to by the members of the board of election and by the clerk in the following form:

"At the municipal election held in the ——— municipality of ——— barrio of ———, on the 16th day of June, in the year 1900, A. B., C. D., and E. F., members of the board of election at ———, and G. H., clerk of said board, respectively swore or affirmed to perform their duties as required by the election law, previous to entering on their respective duties.

(Then shall follow the names.)

——— ———,
——— ———,
——— ———."

"We certify that the above is a correct list of the electors who voted at the said election, and that the total number of such electors voting amounts to ——— ———.

(Signed.)

——— ———,
——— ———,
——— ———,
Members Board of Election.

——— ———, *Clerk.*"

XXXII. As soon as the polls are finally closed and the list certified, the board of each barrio must immediately proceed to count the votes given at such election, and the counting must be continued without adjournment until all the votes are counted and the result announced. Any candidate may designate in writing to the board of election of any voting place the name of any qualified elector of the barrio, who may represent such candidate at the polling place of the barrio, and who shall be entitled to be present during the continuance of the count. No other person shall be present during the counting of the votes.

XXXIII. The count must be commenced by taking out of the box the unopened ballots and counting the same to ascertain whether the number of ballots corresponds with the number of names on the poll list. If two or more separate ballots are found so folded together as to present the appearance of a single ballot, they must be laid aside until the count of the ballots is completed; then if upon a comparison of the count with the number of names of electors on the poll list, it appears that the ballots thus folded together were cast by one elector, they must both be rejected. The ballots must be immediately replaced in the box, and if the ballots in the box exceed in number the names on the list, one of the board must publicly and without looking, draw out therefrom singly and destroy unopened a number of ballots equal to such excess; and the board must make a record on the poll list of the number of ballots so drawn and destroyed.

XXXIV. The board must then proceed to count and ascertain the number of votes cast for each person voted for.

The ballots must be taken out and opened by one of the members of the board, and the ticket must be distinctly read aloud. The clerk shall write down each office to be filled, and the name of each person voted for to fill such office, and shall keep the number of votes by tally as they are read aloud. If, during the count, two tickets are found folded together in the form of one ballot, they must both be rejected.

No ballot or part of ballot must be rejected because of any obscurity therein, if the board, from an inspection of the ballot, can determine with certainty the person voted for and the office intended.

If the names of more persons are designated on any ballot found in the box for the same office than are to be chosen for such office, then all the names designated for such office on such ballot must be rejected, and such rejection must at the time thereof be noted on the ballot, and signed by a majority of the board.

Any ballot found in the box which bears upon the outside thereof anything by which such ballot may be readily distinguished from other legal ballots, must be rejected, and a note of such rejection, with the reason thereof, must be entered on the ballot and signed by a majority of the board.

Any ballot found in the box which is so marked on the outside thereof as to tend to impart a knowledge of the identity of the person who voted such ballot, shall in like manner be rejected.

Whenever the board of election rejects a ballot, or any part of a ballot, it must at the time of such rejection cause to be made thereon and signed by the majority of the board an endorsement of such rejection and of the causes thereof.

All rejected ballots must be preserved and returned in the same manner as other ballots, but in a separate package.

XXXV. The ballots, as soon as read or rejected for any cause, must be strung upon a string by one of the members of the board, the rejected ballots to be strung separately, and the ballots must not thereafter be examined by any person, but must, as soon as all are counted, be carefully sealed in a strong wrapper, marked, "Ballots cast at the municipal election, municipality of ————, barrio of ———— at ————, on the 16th day of June, 1900," each member of the board writing his name across the seal. In like manner the rejected list, and all other papers relating to the election, shall be wrapped, signed, and sealed, suitably marked for identification, and transmitted to the alcalde, who shall hold them subject to the order of the military governor.

XXXVI. After all the votes are counted, the clerk shall make a tally list, setting forth the names of all persons voted for and for what office, and the number of votes given for such candidate, the number being written at full length, and such list must be signed by the members of the board and by the clerk, substantially in form as follows:

"We hereby certify that at the municipal election, in the municipality of ————, in the voting place of ————, and barrio of ————, A. B. had ———— votes for the office of alcalde, C. D. had ———— votes for the office of alcalde ————, E. F. had ———— votes for the office of municipal judge, etc."

The tally list shall be made in duplicate, shall be read aloud and one copy thereof be sent to and kept by the alcalde, the other, together with the poll list, to be forwarded direct to the civil governor of the province. The alcalde shall announce as soon as practicable, after the receipt of the tally list, from all the election places of the municipality, the candidates who have received the highest number of votes for each of the offices, and shall declare such candidates elected.

As soon as practicable after the receipt of the poll lists by the civil governor, he shall cause each such list to be published in the official bulletin of the province.

XXXVII. Members of the boards of registry and election shall serve without pay, and clerks shall be paid at the rate of $2 per diem, while actually engaged in the performance of their duties.

XXXVIII. The boards of registry and election may call upon the municipal police or the rural guards to keep the peace in and about the place of registry and of voting, and to protect them and the electors in the free exercise of their duties and rights, and may, in case of absolute necessity, call upon the nearest military commander, if the protection of the police and rural guards be ineffectual.

PENALTIES.

XXXIX. Every person who shall sign a certificate of nomination of two or more candidacies for the same office, or of two or more members of a board of registration, shall, on conviction thereof, be punished with imprisonment for not less than thirty days nor more than sixty days.

XL. Every person who shall knowingly present a certificate of nomination, or a certificate naming a member of a board of registry bearing a false or fictitious name or names, or signed by others than qualified electors of the municipality or of the barrio, as the case may be, or who, not being a qualified elector of the municipality, shall sign a certificate of nomination, or not being a qualified elector of a barrio, shall sign a certificate designating a member of the board of registration, or any person who shall sign a fictitious name to any certificate or the name of another elector, unless the latter can not sign and specially requests such signature, shall, on conviction thereof, be subject to a fine of $500, or to imprisonment for one year, or to both such fine and imprisonment.

XLI. Every person charged with the performance of any duty under the provisions of this order, relating to elections, who willfully neglects or refuses to perform it, or who knowingly and fraudulently acts in contravention or violation of any of the provisions of this order, or knowingly and fraudulently deprives any individual of his right to register or vote, shall be punishable, on conviction thereof, by imprisonment for not less than six months nor more than one year.

XLII. Every person who willfully causes, procures, or permits himself to be registered as a qualified elector in any municipality, knowing himself not to be entitled to such registration, or who shall register in two or more places at the same election, shall be punishable, on conviction thereof, by imprisonment for not less than six months nor more than one year.

XLIII. Every person, not entitled to vote, who fraudulently attempts to vote, or who, being entitled to vote, attempts to vote more than once at this election, or who procures, assists, or advises another person to give or offer his vote, knowing that such person is not qualified to vote, shall be punished, on conviction thereof, by imprisonment for not less than three months nor more than six months.

XLIV. Every person not entitled to vote, who fraudulently votes, and every person who votes more than once at any one election, or who knowingly hands in two or more tickets folded together, or changes any ballot after same has been deposited in the box, or adds or attempts to add any ballot to those legally deposited, either before or after the ballots have been counted, or who makes or places any distinguishing mark or device on any ballot, with the view to ascertain the name of any person for whom the elector has voted; or who carries away or destroys, or attempts to carry away or destroy, any poll list or ballot or ballot box, for the purpose of invalidating such election, or willfully detains, mutilates, or destroys any document provided for in this order; or who unlawfully opens any package of such documents, after the same have been sealed, as herein provided, or who alters, mutilates, or counterfeits any certificates of the result of such election; or in any manner so interferes with the lawful conduct of such election, or with the voters' lawful exercise of their right of voting at such election as to prevent such election from being fairly and lawfully conducted, shall be punishable, on conviction thereof, by imprisonment for not less than one year nor more than three years.

XLV. Every person who by force, threats, bribery, or any corrupt means attempts to influence any elector in giving his vote, or to deter him from registering as a qualified voter, or from giving his vote, or attempts by any means whatever to restrain or disturb any elector in the free exercise of his right of suffrage, or to deter any elector from signing any petition for the nomination of any candidate; or who, being and acting as a member of any board of elections, shall advise or induce, or attempt to induce, any elector to vote differently from what such elector intended or desired to vote; or who, being a member of the board of elections, and called upon to mark a ballot for any elector under the provision of paragraph XXVI, fails to mark the same as directed by such elector, or who at any time thereafter shall ever disclose or reveal, directly or indirectly, the names of candidates voted for by such elector, shall, upon conviction thereof, be punishable by imprisonment for not less than six months, nor more than one year.

XLVI. Every person who makes, offers, or accepts any bid or wager on the result of this election, or on the success or failure of any candidate, or on the number of votes to be cast in the aggregate, or for any particular candidate, upon conviction thereof shall be disqualified to hold any office as the result of such election, and shall be punished by imprisonment for not less than one month nor more than three months.

XLVII. Every person who holds any public office, or who being a candidate for such office, at this election, offers or agrees to appoint, or procure the appointment or nomination of any particular person to an office as an inducement or consideration to any person to vote for or to procure or aid in procuring the nomination or election of such candidate; or who threatens or offers to remove, or reduce from office or raise or secure the reduction or raising of the salary of any employee in the public service, for the purpose of controlling the action of such employee in the exercise of his electoral right, shall, on conviction thereof, be disqualified to hold any office, and shall be punished by imprisonment for not less than six months nor more than two years.

XLVIII. Every person who refuses to an employee under his direction, who is entitled to vote or register at this election, the opportunity of presenting himself for registration or voting, or subjects such employee to a reduction of wages or any other penalty because of the exercise of such privilege, shall be, upon conviction thereof, punished by imprisonment for not less than three months nor more than six months.

XLIX. It shall be the duty of the alcaldes, and of all persons charged with any duty under this order, to institute a prosecution against any person or persons whom they shall find reason to believe guilty of a violation of any of the foregoing provisions.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 165.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. On and after the 1st day of June, 1900, cockfighting is hereby prohibited within the limits of the island of Cuba.

II. A fine of $500 will be imposed upon each and every transgressor of this law.

III. All laws or orders or parts thereof in conflict with this order are hereby revoked.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No 166.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 23, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The intervention of solicitors in the courts and tribunals of this island shall cease to be obligatory from the date of the publication of this order. The interested party or parties may appear in person or through representatives: the latter may be a solicitor, the lawyer in charge of the case, or any other person who enjoys civil rights and who can read and write the Spanish language.

II. In civil suits the representative must show a proper power of attorney, in accordance with the provisions of article 3 of the existing law of civil procedure. In criminal actions, whenever it concerns the accused, it will suffice for him to appoint or name said representative in the record of the proceedings. In the latter case, in default of expressed acceptance, the appearance for the accused of the person mentioned will be considered as his acceptance.

III. Said representatives shall be subject to the provisions of articles 5, 6, 9, 194, and 198 of the law of civil procedure, excepting paragraph 5 of the first of said articles. For collection of payment for their work and reimbursement of the expenses they may incur, all representatives of the parties shall enjoy the privileged proceedings granted to solicitors by article 8 of the aforementioned law and article 242 of the law of criminal procedure.

IV. The parties or their representatives shall be notified of all the rulings of the court, decrees, and sentences, in accordance with the provisions of articles 260, 261, 262, 263, and the first paragraph of article 264 of the law of civil procedure, but the clerk of the court (actuario), whose duty it will be to furnish such copies, shall limit the same to the considerandos and decisions whenever decrees and sentences are alone concerned.

V. In accordance with the preceding article the parties, or their representatives, must proceed to the court or tribunal every day (except Sundays and holidays) to be notified of the decisions rendered.

VI. If the party or his representative, whenever the latter is not a solicitor, should fail to appear at the court on the day when the decisions are given out, the clerk of the court shall, on the day following, post a copy of said decisions upon the bulletin of the court, adding thereto the date of the posting and a statement that said notification is made to the parties or their representatives in this manner because of their failure to appear.

VII. The hereinbefore-mentioned copies shall remain posted for the whole period within which any legal appeal may be filed against the decision. After said period the copy shall be added to the proceedings of the case with the clerk of the court's note thereon stating the day and hour it was removed from the bulletin.

VIII. After one or more notifications, summons, etc., as indicated in Article VI of this order, the clerk of the court shall deliver to the judge or tribunal, upon the very day of drawing them up, a summary report of the above, stating the matters upon which decisions have been rendered, the character of the latter, the contents of said decisions, and the names of the parties or the representatives who have been notified in the manner prescribed. The judge or court shall verify the correctness of the clerk of the court's report, and certify the same on the document, which will remain in his possession.

IX. Whenever any party or his representative may have appeared at the court and not received the above notifications he shall have the right to obtain, but only in such cases from the clerk of the court, a brief certificate stating date and hour of said appearance at said court or tribunal, and that he was informed of the nonexistence of any decisions whereof he had to be notified.

X. Any doubts connected with the act of the notification in the manner provided for in Article VI shall be decided without further appeal, and excepting however the provisions of the following paragraph, together with the results that may arise from the report mentioned in Article VIII. Any doubts relating to the appearance of the party or his representative upon a certain day at the court or tribunal for the purpose of being notified, shall be decided without further appeal by means of the certificate mentioned in Article IX.

XI. In regard to notifications to persons other than parties to the suit, or to whom by law they must be made personally, the provisions of articles 266, 267, 268, and 269 of the law of civil procedure shall be observed.

XII. The fees of solicitors shall always be paid by the parties employing them in the suit, and shall not be imposed upon parties condemned to pay the costs.

XIII. The amount of the costs shall be fixed by the clerk of the court free of charge.

XIV. The record of the proceedings, whenever delivery of same is to be made, shall be handed to the solicitor in cases of his taking part in the suit; otherwise, to the lawyer in return for a receipt which the clerk of the court shall draw up, stating therein the number of folios contained in said record.

XV. Whenever any one of the parties may have omitted the copy of any petition or document without detriment to what is provided for in article 517 of the law of civil procedure, the parties who were to receive said copy may waive their right thereto by making written or verbal statement to that effect to the court.

XVI. From the date of the enforcement of this order no further solicitors de oficio shall be appointed; and whenever the accused may have failed to appoint counsel and a lawyer for paupers (abogado de pobres) be appointed for his defense, the former shall be instructed with the proceedings of the case.

XVII. From the date of this order the offices of appraiser of costs (tasadores de costas) and of distributor of civil affairs (repartidor de negocios civiles) of the audiencia of Habana shall be abolished.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 167.

Headquarters Division of Cuba,
Habana, April 23, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following amendment:

Paragraph first of Article III, Order No. 162, dated April 18, 1900, is hereby amended to read as follows:

III. Penal action pending against Lino Jimenez, at present in the cárcel of Guines, is hereby declared ended in the case instituted against him in the court of instrucción of said town for the crime of robbery.

The secretary of justice will at once instruct the officers of public prosecution of the foregoing amendment and will institute measures to set the above-mentioned prisoner at liberty at once.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 168.

Headquarters Division of Cuba,
Habana, April 23, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointment:

Alejandro Maria Lopez y Torres is hereby appointed to the chair of Spanish grammar (a course not provided for in Article I of Order No. 241, dated December 16, 1899) in the Institute of Habana.

Said appointment to take effect from May 1, 1900.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 169.

Headquarters Division of Cuba,
Habana, April 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. Claims of indebtedness or pecuniary obligations against charitable institutions over which the state exercises a protectorate are hereby suspended until said institutions have been reorganized and are in condition to administer their affairs independent of the state.

II. The court shall refuse cognizance of proceedings commenced against the institutions mentioned in the foregoing articles for amounts due prior to January 1, 1899, and the trials actually taking place and the effects of sentences already passed in such cases are hereby suspended.

III. The board of trustees, or the authorities in charge of charitable institutions, will, at the earliest possible moment, send to the department of state and government the following data:

a. A detailed statement of the amounts due by the ayuntamientos to the charitable institutions under its direction prior to January 1, 1899.

b. A detailed statement of the debts that private parties may owe to said institutions.

c. The amount that the Spanish Government failed to pay to each of said institutions.

d. An accurate statement, properly classified under respective headings, of the indebtedness of each of said institutions.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 170.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order, amendatory of Order No. 113 of March 16, 1900:

I. Hereafter females under 18 years of age shall not be registered in the special register of the section of hygiene, except in the following cases:

a. Those who are registered at the present time may be registered again provided they are at least 16 years of age.

b. Those who were formerly registered, but are not registered at the present time, provided they are at least 16 years of age.

II. All females under 18 years of age who may belong to the class to which this order refers and not within the exceptions *a* and *b* above stated, will be arrested and placed in charge of the "Buen Pastor" institution for their care and moral improvement until such time as a more appropriate place can be provided for them.

III. Any functionary who in future registers in the special register of the section of hygiene a female less than 18 years of age, except those specified in classes *a* and *b* mentioned in Paragraph I of this order, shall be discharged from the public service, and shall be liable to a fine of not less than $50 nor more than $100, or in default of payment thereof, to imprisonment for not less than one nor more than two months for each offense.

IV. The proper authorities will see to the fulfillment of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 171.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. From and after the commencement of the next academic year the school of commerce in the Institute of Habana shall offer the following studies:

First year:	
Higher arithmetic	daily.
Universal geography	daily.
English (first course)	alternate days.
French (first course)	alternate days.
Political economy applied to commerce	alternate days.
Second year:	
Arithmetic and mercantile calculations	alternate days.
Bookkeeping and the practice of mercantile operations	alternate days.
Algebra	alternate days.
English (second course)	alternate days.
French (second course)	alternate days.
Stenography and typewriting	daily.

Third year:

Mercantile legislation and custom-house systems	alternate days.
History of commerce and geography (economic-industrial)	alternate days.
Mercantile subjects	alternate days.
English (third and fourth courses)	daily.
French (third and fourth courses)	daily.

II. No student under 12 years of age shall be allowed to matriculate in commercial studies.

III. For admission to commercial studies an examination, such as is provided for in article 124 of the regulations of the institutes (de 2ª enseñanza) must be successfully passed.

IV. The herein-named persons are hereby appointed to the following professorships in the Institute of Habana: Arithmetic and mercantile calculations, bookkeeping and the practice of mercantile operations, Antonio M. Lazcono y Larrondo; political economy applied to commerce, mercantile legislation, and custom-house systems, Jose Alfredo Bernal y Tovar; history of commerce and geography (economic-industrial), mercantile subjects, Jose Garcia y Baylleres.

V. The annual salary of the above-named professors shall be $1,500 in United States currency or its equivalent.

VI. Higher arithmetic, universal geography, English, and French will be followed in the general studies of the institute collegiate course (2ª enseñanza). Stenography and typewriting will be followed in the manner prescribed by Order No. 107, of March 14, 1900. Students of the commercial school shall have preference over those who do not belong to it in matters of matriculation.

VII. The degree of "mercantile expert" shall be abolished, that of mercantile professor alone remaining. This degree shall be obtained by passing successfully the examinations hereinafter specified, after a successful examination in the branches hereinbefore mentioned.

VIII. The examinations for the degree of "mercantile professor" shall be three in number, the first shall be a one-hour examination in the following subjects: English and French, stenography and typewriting, and the result thereof, obtained before the examining board, shall be attached to the record; the second shall be an oral examination lasting one hour, on subjects pertaining to the profession; and in the third, the candidate shall within the space of three hours, give in writing the details of a mercantile transaction selected by him from three subjects drawn at random; this document shall be added to the record of the examination. This third examination may be left for the day following the day upon which the second examination is held. The professors shall prepare, every year, fifty subjects bearing upon the transactions of most frequent occurrence in the mercantile profession, to serve as questions for the third examination.

IX. The first examination shall be held before an examining board composed of a professor of English, one of French, and the professor of stenography and typewriting; the examining board for the other examinations shall be composed of three professors of the other branches of the profession; said professors will serve in turn at the examinations.

At the end of the first examination, the board will vote, in secret, upon whether the candidate has passed or not.

A like method will be followed after the second examination. After the third, a final vote will be taken in the manner prescribed for the degree of bachelor.

The first examination must be successfully passed for admission to the second and third:

Students failing in any one of the examinations can not be reexamined for six months after the date of failure without paying further dues, and if they should fail again, they can not be reexamined until a period of one year shall have passed after the second failure,

X. Article VII of Order No. 212, of November 4, 1899, is hereby annulled, as well as all provisions in conflict with the above in this order.

PROVISIONAL DISPOSITIONS.

1. Until the 30th of September, 1900, on which date the present academic course ends, Profs. Antonio M. Lazcano and Jose A. Bernal will continue to discharge the duties of their positions, without any increase of salary; such duties will embrace the branches added in the institute of Habana to the classes they are at present teaching. Said professors shall assume charge from the 1st of October, 1900, of the classes assigned to them by Article IV of this order.

2. From the 1st of May, 1900, Jose Garcia Baylleres will enter the faculty of the Institute of Habana, with an annual salary of $1,500, United States currency or its equivalent, performing until September 30, without any increase in salary for the

classes added in said institution, the duties of what still constitutes the course of "mercantile professor," according to article 83 of the plan of studies in force of December 7, 1880, and assuming charge on October 1, 1900, of the classes assigned to him by Article IV of this order.

3. On and after the 1st day of May, 1900, the "mercantile professor" course in the "professional school" shall be abolished; after said date instruction in the above will be transferred to the Institute of Habana, where everything connected with said studies will be done.

4. The director of the "professional school" will make due delivery to the director of the Institute of Habana, of the documents relating to the studies that by virtue of the present order are transferred to the latter.

5. Until the 30th of September, 1900, the degrees of "mercantile expert" and "mercantile professor" may be obtained in the Institute of Habana, in the manner and by means of an examination in the branches prescribed in the plan of 1880, in force; but as soon as the next academic course is opened, only the degree of "mercantile professor" will be granted, by virtue of the new organization of said studies in this order.

6. The fees for the different branches of study for the "mercantile professorship," which are transferred by this order to the Institute of Habana from May 1 to September 30, 1900, shall be paid in accordance with the tariff of the professional school in the decree of the department of justice and public instruction, dated May 1, 1899.

From and after the 1st of October, 1900, the fees for all branches that constitute the commercial course will be such as the ones established for classes belonging properly to the institute collegiate course (2ª Enseñanza) according to the institute tariff published in the above-mentioned order.

7. The department of public instruction is hereby authorized to settle all doubt and questions that may arise by virtue of this order.

FINAL PROVISION.

From and after the 1st of May, 1900, the class of cosmography, pilotage, and ship maneuvers, which at the present time constitutes one of those established in the professional school, will continue to be held on alternate days in the Institute of Habana.

Said class shall continue in charge of its present instructor, Jose Garcia Baylleres, without any further compensation than the salary assigned to him in this order.

By virtue of the transfer referred to in the preceding paragraph, the provisions noted in clauses 4, 6, and 7 of the above transitory dispositions of this order are applicable to the class herein mentioned.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 172.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 25, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Hereafter minors under 20 years of age may not contract marriage without the consent of the persons who are called upon to grant it in accordance to the law.

II. All persons over 20 years of age and under 23 must request parental advice (consejo paterno) in order to contract marriage.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 173.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointment and resignations:

I.

Province of Matanzas.—Canasi: To be first assistant mayor, Matias Gonzalez Monet, vice Pedro Riera y Rodriguez, resigned.

II.

The resignations of Alfredo Lima, mayor of Santa Cruz del Norte, province of Habana, and Jose Perez, fourth assistant mayor of Remedios, province of Santa Clara, having been submitted, are hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 174.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

On the 31st of December, 1900, the period shall definitely cease for the transfer of the old entries to the new books of the registry of property, which may have been requested in accordance with article 397 of the mortgage law up to August 29, 1894.

On January 1, 1901, the registrars of property, by their own action, shall declare void and null all requests for transfers, and transfers not made up to December 31, 1900. Said registrars shall be held responsible, in any other case, before the courts of justice for damages which may be suffered by persons who have their rights already registered in the new books of the registry of property.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

[Circular No. 1.]

HEADQUARTERS DIVISION OF CUBA,
Habana, January 13, 1900.

Unexpended balances in the hands of disbursing officers, January 1, 1900, will be brought forward under the new allotments or headings as given on form 01, Finance department, island of Cuba, and the necessary changes made in all disbursing blanks so as to show both the general and subheading under which funds are hereafter to be allotted and disbursed.

The only exception to be made is in case of a balance under the allotment "miscellaneous;" this balance will be carried as at present until expended. In carrying into effect the terms of this circular, disbursing officers will note that the allotment of "hospitals and charities" and "aid to destitute" have been combined under the subhead "Hospitals and charities;" they will also take due care in bringing forward all their balances to see that funds are not diverted from the object to which the allotment was made.

It will further be noted that while the form 01, as at first distributed, carried "hospitals and charities" under the general heading of "State and government," this was intended only to cover the maintenance of State institutions, and in estimating for the support, construction, etc., of municipal institutions of this class, the estimate will be made under the general heading "Municipalities" and under the subheading "Hospitals and charities."

All funds for the aid of municipalities which can not be properly classed under the subheading "Police," "Public instruction," "Sanitation" or "Hospitals and charities" will be estimated for under the subheading "Miscellaneous." These two headings, will be added under the general heading "Municipalities" in the future issue of form 01.

For any further information regarding the details involved in carrying into effect the terms of this circular, application will be made direct to the treasurer for the island of Cuba.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

[Circular No. 2.]

HEADQUARTERS DIVISION OF CUBA,
Habana, January 24, 1900.

In reply to the various letters and petitions received from teachers in Habana and other parts of the island, relative to increase in salary, the military governor directs the publication of the following:

Cuba is just emerging from the effects of a war that left its people in an impoverished condition. As the municipalities are unable to establish and maintain systems of public schools, the State has assumed the burden for all, until such time, at least, as the island again becomes prosperous.

In a country like the United States, where schools have long been established, the cost of such schools is limited to ordinary current expenses, together with such expenses as arise from growth in population. In such a country, rich and prosperous, we naturally look for high salaries for teachers. Therefore, upon receipt of the first petition from some of the Habana teachers, letters of inquiry were sent to superintendents of schools in all cities of the United States having populations of over 200,000 (these being the cities paying the highest salaries in the richest country in the world), and replies have been received from all but two. Extracts from a few of these replies are here given (the data refer only to the four primary grades).

New York: "The salaries paid to primary teachers up to June 1, 1899, ranged from $504 to $900 (maximum) per annum. The matter of salary is now under consideration, and I can not say what changes will be made." Clarence Meleney, associate superintendent.

Chicago: "For the year ending January 1, 1900, teachers in the primary schools of this city received $500 (minimum) and $800 (maximum) for seven years' service. In the future, teachers of seven years' service will receive an additional sum of $50 per annum, till a maximum of $1,000 is reached." W. W. Speer, deputy superintendent.

Philadelphia: "Teachers in primary schools begin with a salary of $470 a year, and receive an annual increase for five years, till they reach a maximum of $620." Edward Brooks, superintendent.

The above cities have populations of 3,500,000, 1,800,000, 1,200,000, respectively; Habana has about 280,000.

We may now refer to the only three cities having about the same population as Habana, namely: Buffalo (population 300,000), New Orleans (275,000), Pittsburg (270,000), all prosperous cities. In Buffalo the primary teachers begin with a salary of $400 per annum, and after four years receive the maximum of $600. In New Orleans they begin with $420, and after four years receive the maximum of $660. In Pittsburg they begin with $350, and after seven years reach the maximum of $650. In Habana (population about 280,000) the primary teachers receive $900 per annum.

Taking the average salary paid the first year to teachers in the primary schools of all, except two (from which no replies have come), of the cities of the United States having over 200,000 population, we find it to be only $436; taking the average of the maximum salaries in the primary schools of the same cities, we find it to be $750. The salary of $900 paid to every primary teacher in Habana compares very favorably with this result. Furthermore, the above average of the maximum salaries in the largest cities of the United States is exactly the same that is paid to every primary teacher in all the capitals of provinces in Cuba, and in Cardenas and Cienfuegos. In other words, all primary teachers in these cities receive the first year the same salary that stands as the maximum in the United States in cities of over 200,000 population.

As to the salaries in the other towns of the island, we may call attention to the fact that in complete schools the lowest salary is $600 per annum, or within $60 of the highest salary paid to primary teachers in Philadelphia, Cleveland, New Orleans, and Pittsburg, and $100 more than the maximum salary paid in the city of Baltimore. Taking into account all salaries paid in every department of the public schools of the United States, the average salary for all grades is $525 a year, or $75 less than the lowest salary paid to any primary teacher in a complete school in Cuba.

In the United States the salary is the only pay received by any teacher in the public schools, and no teachers are provided with houses.

In organizing the schools of the large cities of Cuba, it is impossible this year to place the pupils in large buildings, as in the United States, often with from 20 to 60 teachers serving under one principal or director. This will be done as soon as suitable buildings can be erected, and then the salaries of directors will be proportionate to their work. For the present year it was thought best to allow one teacher to rank as "principal" or director in every school having three or more teachers, and for the slightly additional work of such a director, $120 increase in salary is allowed without regard to population. The school decree (General Order, No. 226) calls attention to the fact that the matter of salaries is simply arranged temporarily, and that all salaries will be adjusted as soon as certificates of various grades have been issued. Then some teachers will receive more salary than at present, others less.

The teachers of Cuba can not fail to see that they have been accorded generous treatment, and no change will be made in salaries before the date named in the school decree No. 226 (September 1, 1900). Having in mind the great task of preparing the Cuban children for citizenship—a task which calls for the highest effort of every patriot—the teachers are earnestly advised to cease further agitation concerning salaries, and devote their entire time to organizing their schools, thus proving which among them are worthy of the highest rank as educators.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

[Circular No. 3.]

HEADQUARTERS DIVISION OF CUBA,
Habana, March 5, 1900.

Disbursing officers, in preparing estimates for insular funds, will use in future both sides of inside sheets for stating their wants under the several appropriation heads.

The issuance of this circular is called for on account of estimates being received at these headquarters which show a custom of using only the front page of inside sheets, thereby making the estimate unnecessarily voluminous and expensive in preparation.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 6, 1900.

The following from the office of the treasurer of the island of Cuba is published for the information and guidance of all concerned.

By command of Major-General Wood:

W. V. RICHARDS, *Adjutant-General.*

OFFICE OF THE TREASURER, ISLAND OF CUBA,
Habana, Cuba, April 6, 1900.

The regulations from this office, dated December 11, 1899, are hereby amended to read as follows, to take effect April 15, 1900:

METHOD AND TIME OF DEPOSITS.

1. Hereafter all funds to be covered into the island treasury by collectors and disbursing officers in Habana and vicinity will be deposited with the treasurer of Cuba at Habana.

All collectors and disbursing officers of the revenues of the island of Cuba, except those in Habana, will make their deposits with that depository of island funds where it will be most convenient, the establishment of which has been announced from the office of the treasurer of Cuba, except that all deposits to be made in Habana will be made with the treasurer of Cuba.

All collectors in Habana or other towns where there is a depository must deposit their receipts daily.

All other collectors will, unless otherwise instructed from this office, deposit their receipts as often as in their judgment is best for the public service, considering the desirability of being able to cash disbursing officers' checks, thereby largely obviating the necessity of shipping money to and from the depository.

2. All deposits will be made with the treasurer of Cuba, or to his credit.

3. For each deposit made in a depository "a certificate of deposit" in duplicate will be given, giving the serial number, place, date, and amount, and the name and official capacity of the depositor. The "original" of the certificate of deposit will be at once forwarded by the depository to the treasurer of the island of Cuba, at Habana, Cuba, and the "duplicate" will be given to the depositor, who will, upon verification, send it to the treasurer.

4. All moneys will be deposited identically as collected. Each deposit to be made

will be accompanied by a deposit slip (No. 104) setting forth the amount of United States money, the amount of foreign gold, and the amount of Spanish silver.

5. The party making the deposit will, in every case, clearly note on the back of the deposit slip, or in an accompanying letter, the source from which the funds were received. If it is the deposit of a customs, internal-revenue, postal, or miscellaneous collection, the fact will be so noted and the place and month given. If it is the deposit of unexpended funds alloted for disbursement, notation will be made so as to show under what general and subheading of Form 01 the allotment was made, also the fiscal year to which the funds pertain; for example, "Unexpended balances of allotments for 'Municipalities,' 'Instruction,' F. Y. 1900."

If it is a deposit to correct an overpayment, notation will be made as follows: "Refund of overpayment voucher No. ——— for the month of ———, account of 'Military department,' 'Barracks and quarters,' F. Y. ——— ———," or the general and subheading to which the voucher related.

In case the funds deposited pertain to more than one fund or allotment the amount pertaining to each will be carefully specified.

6. Upon receipt of funds or an original certificate of deposit the treasurer will issue receipts in duplicate in favor of the depositor.

TRANSPORTATION OF FUNDS.

7. Unless otherwise instructed from this office, all funds pertaining to the revenues of the island of Cuba which collectors and disbursing officers are required to ship at the expense of the revenues of the island will be forwarded as follows: (*a*) Disbursing officers' checks, by registered mail; (*b*) cash, by post-office money order.

8. To keep currency in circulation and help maintain the face value of drafts on the depositories, all collectors are authorized and encouraged to cash checks drawn by all disbursing officers against insular funds, provided such a draft is presented by the party to whose order it is made payable. In this way a disbursing officer can draw a check in his own favor for payment of a "pay roll" and take it to a collector, who is authorized to cash it. A check drawn to meet any voucher can thus be used, provided the payee indorses the same and the disbursing officer signs below as a means of identification.

A collector can in the same way draw his official check to cover an authorized expenditure and substitute the same for an equal amount of cash, for which he is accountable. These drafts, as mentioned above, when properly indorsed by the collector, will be considered the same as cash for deposits. The party cashing checks as above will keep a record containing the description of each check, so that payment can be stopped in case of loss. Such checks received by the treasurer for deposit will be converted into cash at Habana. If they are drawn on depositories outside of Habana, one-fourth of 1 per cent may be paid for collection.

TRANSFER OF FUNDS.

9. Revenue funds will, in general, be transferred as follows: The officer making the transfer will draw his check directing the depository to place the said amount to the official credit of the party named therein. This check will be sent to the depository, unless the funds are required for immediate use, in which case the transferring officer may draw the check and transmit it direct to the party receiving them. All transfers of funds will be covered by invoices and receipts in duplicate, the invoice stating the allotment or appropriation to which the funds belong. Depositing money with the treasurer is not a transfer of funds. The treasurer's receipt in this case becomes the voucher.

10. For every deposit made by one disbursing officer to the official credit of another, a receipt will be given by the depository setting forth its serial number, the place and date of issue, the amount, name of the depositor and of the party receiving credit. In all cases one copy of this receipt will be sent direct to the party receiving the credit and one copy to the depositor.

TREASURER'S DEPOSIT TO THE CREDIT OF DISBURSING OFFICERS.

11. All funds drawn from the treasury for disbursement will be placed by the treasurer with a depository of island funds, to the credit of the person named in the warrant.

For each deposit the depository will issue a receipt setting forth its serial number, the place and date of issue, the name of the depositor, amount, and name of the party receiving the credit. The depository will send one copy of this receipt direct to the treasurer and another copy to the party receiving the credit.

12. When the treasurer deposits funds to the credit of a disbursing officer, he will notify the disbursing officer, stating to what funds and allotments the money belongs.

OFFICIAL CHECK BOOKS.

13. All disbursing officers will make application to the treasurer for an official check book.

14. The depository will refuse disbursing officers' checks unless drawn on these blanks.

15. A disbursing officer in opening his first account will furnish the depository with his official signature, duly verified by some officer whose signature is known to the depository.

16. The treasurer will keep a record of all blank checks issued, and all unused checks will be returned to him. A disbursing officer transferring any blank checks will take a receipt for the same and make report to the treasurer, giving the numbers of those transferred and the name of the person receiving them.

17. Mutilated official checks will be forwarded to the depository, and a record of the date of transmission made on the stub.

18. After May 31, 1900, a disbursing officer may draw a check in favor of himself or bearer only for making payments not exceeding $20, or to cover a pay roll.

In all other cases, except when specially authorized by the treasurer, checks will be made payable to "order" or "bearer," and will be drawn in favor of the person, firm, or corporation to whom the payment is due. The disbursing officer will note on each voucher the number of the check drawn in payment.

19. Each official check of a disbursing officer must state on its face the object or purpose to which the proceeds are to be applied. Such statement may be brief, but must be clear—i. e., "pay roll," adding the place and month; "contract for construction," giving the work, etc. Payment will be refused on all checks when this requirement is disregarded and report of the fact made to the treasurer.

20. Checks will not be returned to the drawer after payment, but the depository shall furnish the officer with a monthly statement of his official account.

21. No allowance will be made any disbursing officer for expenses charged for collecting money on checks.

22. In case of death, resignation, or removal of any disbursing officer, checks previously drawn by him will be paid with funds to his credit, unless such checks have been drawn more than four months before presentation, or fraud is suspected, then only upon being approved by the treasurer.

23. Disbursing officers requiring cash can arrange to obtain it from the collector most convenient, as provided in paragraph 8, or can instruct the depository to forward it; in the latter case shipment by express, post-office money order, or registered mail is authorized. If shipped by express a bill of lading will be issued to cover the same.

REPORT BY COLLECTORS AND DISBURSING OFFICERS.

24. At the close of business on the 10th and last day of each month each collector of the revenues of the island of Cuba will make a report direct to the treasurer of the island of Cuba, showing the balance on hand at the time of last report, the daily collections since, the deposits made, giving date and amount in each case, and the balance left on hand.

25. At the end of each month a similar report will be made, showing the balance on hand at the beginning of the month, the total collections and total deposit, and the balance remaining on hand. Funds in transit to the treasurer will be considered as having been deposited.

REPORTS REQUIRED FROM THE BANK.

26. Original certificate of deposit, covering each deposit.

27. At the end of each month a statement giving date and amount of all deposits made to the credit of the treasurer, giving the number of the certificate of deposit in each case, also a statement of all drafts by the treasurer, giving date, check number, and amount in each case.

28. At the end of each month statement giving the balance to the credit of each disbursing officer.

29. Should any disbursing officer overdraw his account, the treasurer will be at once notified by wire.

For any further detailed information touching the matters referred to within application should be made to the treasurer of Cuba.

E. F. LADD,
Treasurer of Cuba.

No. 176.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Full pardon of the unexpired time of sentence of two years four months and one day of "prisión correccional," imposed by the audiencia of Santiago de Cuba, is hereby granted to Eugenio Amaro, who is in the cárcel of Santiago de Cuba.

II. Full pardon of the unexpired time of sentence of one year eight months and twenty-one days of "prisión correccional," imposed by the audiencia of Santiago de Cuba, is hereby granted to Ladislao Betancourt y Bereat, who is in the cárcel of Santiago de Cuba.

III. Partial pardon is hereby granted the prisoner Miguel Garcia, who is in the cárcel of Matanzas, commuting the sentence of death imposed upon him by the "Spanish supreme council of war and navy" on January 25, 1899, to that of "cadena perpetua."

IV. Partial pardon is hereby granted prisoners Sabas Rodriguez and Nicolas Gonzalez, at present in the cárcel of Matanzas, whose unexpired time of three sentences of "presidio mayor" of six years ten months and one day each, imposed upon them by the audiencia of Matanzas on January 18, 1900, is reduced by two-thirds.

V. Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 177.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 28, 1900.

The military governor of Cuba directs the publication of the following:

Anonymous communications sent to these headquarters, addressed either to the military governor or to any of his staff officers for reference to him, will not receive official recognition.

Unless communications are signed by the party forwarding them, they will be destroyed.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 178.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The municipal district of El Cristo, belonging to the judicial circuit of Santiago de Cuba, in the province of the same name, is hereby abolished and the whole territory within the administrative jurisdiction of the municipality of El Cristo is added to and shall again constitute part of the municipal district of Caney, belonging to the same judicial circuit and province.

II. The archives and other property of the former municipality of El Cristo shall be transferred to the ayuntamiento of Caney, which shall assume all obligations and rights that pertained to the ayuntamiento of El Cristo.

III. The civil governor of Santiago de Cuba is charged with the enforcement of this order, and he will take such steps as may be necessary for the prompt fulfillment of its provisions.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 179.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. A school of engineers and architects is hereby created in Habana to furnish instruction leading to the professions of civil engineer, mechanical-electrical engineer, and architect.

II. Instruction in any of the branches of engineering and architecture shall be divided into three periods, after the bachelor's degree has been obtained.

The first or "preparatory" period will consist of two yearly courses, which, because of the character of their studies, will be followed in the school of sciences of the University of Habana by beginners in engineering and architecture.

The second or "common" period shall be divided into two sections, viz, one for civil engineers and architects, the other for mechanical-electrical engineers and chemical engineers. Each of said sections will consist of two yearly courses.

The third or "special" period will include instruction leading to the professions of engineering and architecture. It will be divided, consequently, into four sections of four four-monthly courses.

The studies in the "common" and "special" periods shall be followed in the school (engineers and architects) under the professors of the same.

III. The courses in the school of engineers and architects are as follows:

PREPARATORY PERIOD.

First year:	
Advanced algebra	daily.
Advanced geometry	alternate days.
Linear drawing	alternate days.
General and descriptive mineralogy	alternate days.
Physics	daily.
Second year:	
Analytical geometry	alternate days.
Trigonometry and topography	alternate days.
Meteorology	alternate days.
Chemistry	daily.
Phytology	alternate days.
Zoology	alternate days.
Geology	alternate days.

"COMMON" PERIOD FOR CIVIL ENGINEERS AND ARCHITECTS.

First year.	
Descriptive geometry	alternate days.
Applied drawing (first course)	alternate days.
Differential and integral calculus	daily.
Advanced physics (first course)	alternate days.
Rational mechanics	alternate days.
Second year:	
Geodesy	alternate days.
Applied drawing (second course)	alternate days.
Advanced physics (second course)	alternate days.
Applied mechanics	alternate days.
Astronomy	alternate days.

"SPECIAL" PERIOD FOR CIVIL ENGINEERS.

First year:	
Industrial physics	30 lectures.
Steam engines	30 lectures.
Hydraulic machines	60 lectures.
Resistance of materials	30 lectures.
Stereotomy	30 lectures.
Elements of machinery	60 lectures.
Drawing	60 lectures.
Second year:	
Electricity	60 lectures.
Industrial physics	30 lectures.
Steam engines	30 lectures.
Resistance of materials	30 lectures.
Plans and projects	30 lectures.
Construction of machinery	60 lectures.
Architecture	60 lectures.
Industrial and legal architecture	30 lectures.
Civil buildings	30 lectures.
Drawing	60 lectures.
Third year:	
Political economy	30 lectures.
Industrial physics	30 lectures.
Steam engines	30 lectures.
Plans and projects	30 lectures
Electricity	60 lectures.

Third year—Continued.	
Architecture	60 lectures.
Industrial and legal architecture	30 lectures.
Railways	30 lectures.
Civil buildings	30 lectures.
Public works	60 lectures.
Drawing	60 lectures.
Fourth year:	
Industrial physics	30 lectures.
Steam engines	30 lectures.
Public works	60 lectures.
Drainage	60 lectures.
Railways	30 lectures.
Exploitation of mines	60 lectures.
Hydrostatics	30 lectures.
Industrial and legal architecture	30 lectures.
Industrial legislation	30 lectures.
Drawing	60 lectures.

"SPECIAL" PERIOD FOR ARCHITECTS.

First year:	
Industrial physics	30 lectures.
Resistance of materials	30 lectures.
Stereotomy	30 lectures.
Elements of machinery	60 lectures.
Plans and projects	30 lectures.
Drawing	60 lectures.
Second year:	
Industrial physics	30 lectures.
Resistance of materials	30 lectures.
Hydrostatics	30 lectures.
Architecture	60 lectures.
Civil buildings	30 lectures.
Plans and projects	30 lectures.
Third year:	
Industrial physics	30 lectures.
Architecture	60 lectures.
Civil buildings	30 lectures.
Industrial and legal architecture	30 lectures.
Political economy	30 lectures.
Fourth year:	
Electricity	60 lectures.
Industrial physics	30 lectures.
Steam engines	30 lectures.
Industrial and legal architecture	30 lectures.
History of architecture	30 lectures.
Drainage	60 lectures.
Industrial legislation	30 lectures.

IV. "COMMON" PERIOD FOR MECHANICAL-ELECTRICAL AND CHEMICAL ENGINEERS.

First year:	
Applied drawing (first course)	alternate days.
Advanced physics (first course)	alternate days.
Inorganic chemistry	alternate days.
Qualitative chemical analysis	alternate days.
Bacteriology	alternate days.
Second year:	
Applied drawing (second course)	alternate days.
Advanced physics (second course)	alternate days.
Organic chemistry	alternate days.
Quantitative chemical analysis	alternate days.
Special analysis	alternate days.
Biological chemistry	alternate days.

"SPECIAL" PERIOD FOR MECHANICAL-ELECTRICAL ENGINEERS.

First year:	
Industrial physics	30 lectures.
Steam engines	30 lectures.
Hydraulic machines	60 lectures.
Resistance of materials	30 lectures.
Elements of machinery	60 lectures.
Industrial analysis	30 lectures.
Industrial chemistry	30 lectures.
Drawing	60 lectures.
Second year:	
Industrial physics	30 lectures.
Steam engines	30 lectures.
Resistance of materials	30 lectures.
Plans and projects	30 lectures.
Construction of machinery	60 lectures.
Electricity	60 lectures.
Industrial analysis	30 lectures.
Industrial chemistry	30 lectures.
Third year:	
Industrial physics	30 lectures.
Steam engines	30 lectures.
Industrial chemistry	30 lectures.

Second year:	
Vegetable pharmaceutical matter and microscopy	daily.
Inorganic chemistry (second course) with practice	alternate days.
Quantitative chemical analysis	alternate days.
Organic chemistry (first course) with practice	alternate days.
Practical pharmacy (first course)	alternate days.
Bacteriology	alternate days.
Third year:	
Special chemical analysis (toxicological, bromatological, and pharmacological)	daily.
Organic chemistry (second course) with practice	alternate days.
Practical pharmacy (second course) and sanitary legislation	alternate days.
Biological chemistry	alternate days.

The latter class and that of bacteriology will be followed in the school of medicine, and quantitative and qualitative chemical analysis in the school of engineers and architects.

XIII. The herein-named professors of the University of Habana are hereby assigned to the following chairs in the faculty of sciences:

Advanced and analytical geometry	Claudio Mimo y Cava.
Trigonometry, topography, and meteorology	Manuel Canizares y Venegas.
Linear and applied drawing	Pedro Cordova y Leake.
Physics, micrography, and photography	Placido Biosca y Vinolas.
Chemistry	Aristides Aguero y Betancourt.
General and descriptive mineralogy and crystallography and docimasy	Santiago de la Huerta y Ponce de Leon.
Zoology and zoography	Juan Vilaro y Diaz.
Phytology and descriptive botany	Domingo Hernando y Segui.
Anthropology	Luis Montane y Darde.
Geology and paleontology	Carlos de la Torre y Huerta.
Biology and comparative anatomy	Esteban Borrero y Echeverria.

XIV. The herein-named professors of the University of Habana are hereby transferred to the school of engineers and architects, and they will solely fulfill the duties pertaining to the following chairs:

Differential and integral calculus	Jose R. Villalon.
Descriptive geometry, geodesy, stereotomy, resistance of materials	Manuel Solano y Molina.
Rational and applied mechanics, astronomy	Juan Orus y Presno.
Qualitative and quantitative chemical analysis, electricity	Carlos Theye y Lhoste.
Industrial analysis, industrial chemistry, chemistry of sugar	Luis Arozarena y Loza.
Advanced physics, industrial physics, hydrostatics	Nicasio Silverio y Armas.

XV. The school of engineers and architects shall have eight professors, two assistant professors, and two assistants to professors with the same salaries as similar officers in the University of Habana.

XVI. The rector of the University of Habana shall be recognized as the head of the school.

XVII. In another order provision will be made to fill the chair of advanced algebra in sciences and to appoint the director of the school, as well as to fill the chairs mentioned previously in the plan of studies of the school of engineers and architects and those for which provision is not made in this order. In said order the classes of these branches will be grouped, the incumbents named, and the material and administrative personnel will be provided for.

Biological chemistry will be included in the studies of the faculty of medicine, as shall be stated in the order reorganizing said school.

XVIII. The herein-named professors of the University of Habana are hereby appointed to the following chairs in the school of pharmacy:

Animal and mineral pharmaceutical matter, instruments, and apparatus of physics as applied to pharmacy	Alfredo Martinez y Martinez.
Inorganic chemistry	Carlos Donoso y Ladier.
Vegetable pharmaceutical matter and microscopy	Jose P. Alacan.
Organic chemistry	Manuel Johnson y Larralde.
Analysis (bromatological, pharmacological, and toxicological)	Jose de J. Rovira.
Practical pharmacy and sanitary legislation	Joaquin F. Lastres.

The chair of botany will remain vacant until further orders.

XIX. In the preparatory period of the university there shall only be two assistant professors, one of which will be doctor in physical mathematical sciences, engineer, or architect, and the other doctor in physical chemical sciences, and two assistants to professors in this latter branch. The two present assistant professorships in the natural sciences will be retained and one assistant to professors.

In pharmacy there shall be three assistant professors and two assistants to professors.

XX. The rector, upon the recommendation of the faculties of the schools of sciences and pharmacy, will propose such provisional orders and other measures as he may deem suitable for the enforcement of this order.

XXI. The professors of the school, within a month after its establishment, shall present a project to the department of public instruction for the internal regulations of the same.

XXII. This order shall go into effect on July 1, 1900, and students at present in the sections of the schools of sciences and pharmacy shall continue their studies and enjoy all rights they may have acquired, under the existing plan of studies, till September 30, 1900.

Adna R. Chaffee,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 180.

Headquarters Division of Cuba,
Habana, April 30, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

I. From the date of this order the conventional redemption of censos (annuities on real estate) belonging to the state is hereby authorized.

II. Redemptions of said class must be requested at the principal and branch administrations of the hacienda by the persons paying the annuities or by their lawful representatives.

III. Said persons will state in their petitions, besides their names and domiciles:

1. The nature and origin of the annuity, the capital subject to the annuity or capital acknowledged, and the annual income.

2. The area of the land affected and the name of the property of which it forms part, specifying class and location.

The petition must be accompanied by a simple copy of the deed wherein the censo contract is entered, or acknowledgment of the censo, or of the deed wherein it is mentioned, signed by the interested party; the last receipt paid by the same; a certificate from the registry of property, stating that the censo is registered or mentioned, indicating the registration of the domain or possession, and the documents specifying in what character the petitioner appears if the property affected by the censo should not be registered in his name.

The administrators of hacienda will take note of the petition and forward it to the secretary of finance, together with the certificate of the assessment of the property affected by the censo, and any other information that may be deemed necessary.

IV. Whenever the redemption is approved by the department of finance, the deeds will be authorized by the administrators, and the approval of the former must be expressed in said deeds by the notaries. Without the above-mentioned approval no censos shall be canceled in the registries of property.

V. Redemptions must be effected in cash.

Principals under $500 for censos affecting specific portions of the property can be redeemed by payment of $50 for every hundred.

Principals exceeding $500 can be redeemed by payment of $60 for every hundred.

Principals imposed upon the rural or urban estate or property as a whole shall be redeemed at the rate of $50 for every hundred of the acknowledged capital.

VI. Amounts proceeding from redemptions shall be reduced to United States currency for all purposes of accounting, but redemptions must be made in Spanish gold, in accordance with the contracts.

VII. All expenses involved in the redemptions shall be borne by the persons paying the annuities.

VIII. In no case shall censos belonging to the state be transferred.

IX. All the provisions in the regulations of December 9, 1882, and complementary provisions bearing upon the redemption of state censos are hereby annulled.

Adna R. Chaffee,
Brigadier-General U. S. Volunteers, Chief of Staff.

No. 181.

Headquarters Division of Cuba,
Habana, April 30, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The appraisements and proceedings for the collection of costs referred to in

Articles 242, 243, and 244 of the Law of Criminal Procedure, shall not take place whenever it be shown in the respective record that the prisoner is insolvent, unless one of the parties request said measures.

II. The order which the judge issues for the provisional detention of the accused must state the legal grounds for said detention.

III. The summons referred to in articles 512 and 838, must be made in communication to the civil governor of the province wherein the court of instruction is located, for transmittal to the other governors, together with a request that they have the same published in the official organ of the province. In the records, only the first communication mentioned above shall appear, and if there should be other persons indicted, the result of the summons shall not be waited for, in order to declare the ending of the summary proceedings.

IV. The transmittal of the summary proceedings referred to in article 622 must be direct to the fiscal of the audiencia. The instruments of the crime shall be retained by the judge, and the order of the audiencia which confirms the closing of the proceedings shall also provide that said instruments be forwarded.

V. The submittal of the closing of the records, referred to in article 624, shall always be effected by forwarding the case to the fiscal, who will examine the summary and upon finding it complete will transmit it to the court, with whatever request in writing he may deem proper. If he asks for the opening of the trial he will issue his statement. The complainant shall have the original records as long as the fiscal, and if he does not act within said period he shall forfeit his right.

If the fiscal should not find the summary complete, he shall directly require the judge, returning the case to him, to take whatever steps may have been omitted in the premises. If the complainant ask for further measures, the Sala shall render decision, without further appeal therefrom, and if it agree to the above, it shall direct the judge to take proper action, returning to him the summary proceedings.

VI. Article 632 of the Law of Criminal Procedure, modified by Article XIII of Order No. 109, Headquarters Division of Cuba, dated July 13, 1899, is amended to read as follows:

Article 632. Where there may be a merely civil actor in the case, he will be informed of the proceedings after the decision referred to in article 630 has been made, if the oral trial should have been opened and the qualification by the accusing parties be considered as made. The term for the civil actor shall be five days only, and he will formulate conclusions, only with reference to the last two cases mentioned in article 650. These conclusions having been formulated, or if there should be no civil actor, the qualification having been made by the fiscal or by a private accuser, a copy of the qualification and of the statements, if there be any, shall be given to the accused and to the third parties civilly responsible, in order that they may, within the period of five days for each one, express in numbered statements corresponding to the respective qualifications, their approval or disapproval of any of these, and in the latter case to state upon what points there is difference of opinion.

During these five days for each and every party, the records, correspondence, books and papers, and other reliable documents shall be shown in the office of the secretary of the court. Said court shall appoint counsel for the accused or third parties civilly responsible, if they should have none.

The five days can not be extended except there be alleged under oath some cause admitted by the court, in which case the period may be extended five days more at most, for examination of the records. Should conclusions have to be formulated by more than two accused or parties civilly responsible, the period shall be of ten days common to all, and the extension of five days. If there be more than four, the period shall be of fifteen days, which may be extended to twenty.

VII. Instead of the sentence with the requirements of article 142, the Sala can state in the record of ratification that by virtue of its concurrence the accused is condemned to the penalties asked for by the accusation, and errors of the fiscal may also be corrected (if this action be favorable to the accused), omissions may be supplied, and accessory penalties or other kinds of responsibility can be added. The fulfillment of this provision shall never be delegated to the judges; it must be communicated to the general registry of prisoners, or to the judge, pending the creation of said office, a special book being formed in the audiencias with the certified copies of sentences.

Whenever any indicted person agrees to the penalty called for, action shall be taken in regard to him without prejudice to the continuation of the proceedings against those who may not so agree.

Articles 655, 694, 697, and 795 are amended in the manner specified in this article in regard to the process of imposing the penalty, serving the sentence, and making record of same.

MAJ. J. B. HICKEY, A. A. G., U. S. V.

VIII. Without introducing a form of interrogatives in the list of witnesses referred to in article 657, they shall show the principal point or points of the deposition to be made by the witness, in order that the Sala may decide as to the relevancy or otherwise of the evidence. The number of witnesses shall be in accordance with the provisions of article 644 of the Law of Civil Procedure, and they shall be presented by the party or parties interested and receive from same whatever compensation is to be paid to them.

IX. Article 658 and paragraphs 4 and 5 of article 746 of the Law of Criminal Procedure are modified to read as follows:

Article 658. After the exposition of qualification be presented within the legal period, as must be required by the court, an order shall be issued without delay in regard to the admission of the evidence, in compliance with the provisions of article 659, but the period to begin the oral trial shall not exceed twenty days, unless there be well founded reasons which must be justified to the court.

X. Parties may avail themselves of the written deposition of witnesses who live temporarily or permanently in foreign countries. Said depositions may be used as documentary evidence during the proceedings, provided they be presented before the end of the sessions and provided the record containing them conform to all the requirements in regard to their authenticity.

XI. The personal substitution for the fines referred to in article 661 shall be at the rate of one day imprisonment for every three dollars.

XII. Paragraphs 4 and 5 of article 746 are modified to read as follows:

4th. Whenever any member of the court or the fiscal or counsel for any of the parties should fall suddenly ill and not be able to take part in the oral trial, and a substitute can not be found immediately for said counsel, the trial shall be set for another day within the next ten; if said counsel or any other appointed by the accused should not be able to appear even then, the court shall appoint one de oficio (by its own action) and responsibility, in order that the trial may take place within following ten days, which period shall not be subject to extension.

Whenever there are several parties accused and several lawyers for the defense, if any one of said lawyers should fail to appear, the court shall appoint counsel for the party or parties accused whose lawyer may have failed to appear for any reason, from among the lawyers present belonging to the other persons under trial, provided there be no opposing interests involved. In the latter case the trial will be set within the next ten days at most.

5th. A trial shall be suspended if the party accused, there being but one, be so ill (as specified in the preceding paragraph) as not to be able to appear at the trial; but if there be more than one party accused and the court believes that the trial can go on with the parties and lawyers who may be present, it shall order the trial, setting nevertheless a new trial for the parties who have not appeared.

In all cases of nonappearance, the accused must present proof of alleged illness by presenting a medical certificate, signed by two doctors, under oath before the court, or a notary public, which shall state the disease or disability, and that it is absolutely impossible for the party accused to be present at the trial.

The day fixed for the trial shall not be beyond the following ten.

XIII. In any of the cases of article 641, upon granting the provisional closing of the case, the order of indictment shall be annulled. If at the reopening of the case the indications of guilt against the accused party, who was the object of said closing, still exist or be reaffirmed, a new order shall be issued stating said consideration.

XIV. In the department of state and government a general register of prisoners shall be opened, to which judges shall refer, either by letter or telegraph, in order to ascertain the antecedents of the prisoners. The secretary of justice will agree with the secretary of state and government upon the best and earliest method to establish said register.

XV. The provisions of Article VI of this order shall be immediately applicable to the cases wherein the fiscal, the complainant or the civil actor may have already stated the qualifications; to which end the secretary of the court will make the copies within ten days following the date of receiving the Gazette of Habana, containing this order, and shall deliver them immediately to the parties who may not have yet answered the accusation, in order that they may do so within the time specified in article 632, and he shall take back the records from the lawyer in order that they be accessible in the secretary's office during said period.

XVI. All existing legal provisions in force in conflict with this order are hereby annulled.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 182.

HEADQUARTERS DIVISION OF CUBA,
Habana, April 30, 1900.

The military governor of Cuba directs the publication of the following:

In the coming elections printing and ballot boxes will be paid for by the State.

The State will also pay the salaries of the clerks of registration at the rate of $1.50 a day for days actually occupied; vouchers to be certified to by the alcaldes.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 183.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 1, 1900.

In pursuance of the authority vested in him by the President of the United States, the military governor of Cuba announces the following resignations and appointments:

I. The resignations of Juan Rius Rivera, as secretary of agriculture, industry, and commerce, and Luis Estevez y Romero, as secretary of justice, having been tendered, were accepted April 24 and 30, 1900, respectively.

II. The following appointments are hereby made, to date from May 1, 1900: To be secretary of the department of finance, Leopoldo Cancio, vice Enrique Jose Varona, appointed secretary of the department of public instruction. To be secretary of the department of justice, Juan Bautista Hernandez Barreiro, vice Luis Estevez y Romero, resigned. To be secretary of the department of agriculture, industry, and commerce, Perfecto Lacoste, vice Juan Rius Rivera, resigned. To be secretary of the department of public instruction, Enrique Jose Varona, vice Juan Bautista Hernandez Barreiro, appointed secretary of justice.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 184.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 1, 1900.

The military governor of Cuba directs me to announce the following resignation and appointment:

I. The resignation of Mario G. Menocal y Deop, as chief of the light-house board, having been submitted, is hereby accepted as of this date.

II. E. J. Balbin is hereby appointed chief of the light-house board, with a salary of $3,600 per annum.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 185.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Any corpse sent to the morgue of this capital which the rector of the university may ask for in a written communication addressed to the director of the morgue within twelve hours immediately following its admittance into said establishment, may be held there at the disposal of the University of Habana, in order that the students of the faculty of medicine may use it for practical studies; provided, no one shall make opposition thereto, who shall swear before said director of the morgue to be husband, wife, blood relation, or friend of the deceased.

II. In no case shall the bodies be at the disposal of the students of medicine except after the expiration of the twelve hours aforementioned, within which time any judicial authority may temporarily or definitely prohibit that operations of any kind be practiced on any of said bodies.

III. Notwithstanding the provisions of Article I, the requirements of existing laws and regulations, relating to all measures to be taken before burial shall be complied with in every case, leaving in suspense only the act of burial until the dissection of the corpse or parts thereof may have been ended.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 186.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 2, 1900.

The military governor of Cuba directs the publication of the following order:

I. Monthly estimates of captains of ports heretofore forwarded to the chief of customs service for transmittal to the auditor of the island will be sent through the captain of the port of Habana, for the month of July and subsequent months, until further orders.

II. The captain of the port of Habana will forward the estimates with his recommendations indorsed on letter of transmittal to the auditor of the island of Cuba.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 187.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 3, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignation:

I.

Province of Santa Clara.—Cruces: To be mayor, Julio Dominguez, vice Rafael Perez Morales, resigned. Rancho Veloz: To be first assistant mayor, Mateo Diaz Castillo, vice Esteban Leiseca, resigned; to be second assistant mayor, Jose Maria Leiseca, vice Mateo Diaz Castillo.

II.

The resignation of Rafael Perez Morales, as mayor of Cruces, province of Santa Clara, having been submitted, is hereby accepted.

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

No. 188.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 5, 1900.

The military governor of Cuba directs the publication of the following:

The second paragraph of Order No. 182, Headquarters Division of Cuba, dated April 30, 1900, is hereby modified to read as follows:

Clerks to the boards of registration and election shall also be paid by the State, at the rate of $2 per diem while actually engaged in the performance of their duties.

Vouchers for this service shall be in duplicate and made on form 09, finance department, with dates of service inclusive, and shall, whenever necessary, be furnished in two sets, viz, one for clerical services rendered to the board of registration, and one for similar duties with the board of election, said services being certified to by the chairman of the respective boards.

All vouchers must be forwarded, already receipted, to Headquarters Division of Cuba for payment.

Blank forms, 09, finance department, will be furnished by the auditor of the island of Cuba upon application.

J. B. Hickey,
Assistant Adjutant-General.

No. 189.

Headquarters Division of Cuba,
Habana, May 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Partial pardon is hereby granted the prisoner Nicanor Puente Carrion, at present in the presidio of Habana, whose unexpired time of sentence of six years ten months and twenty-one days in a penitentiary (presidio mayor), imposed upon him by the audiencia of Santiago de Cuba on October 26, 1897, for the crime of robbery, is reduced by one year eleven months and seven days.

II. Penal action pending against Antonio Castro Belo, who is at present at large, and Fernando Trujillo Monagas, who is in the cárcel of Matanzas, is hereby declared ended in the case instituted against them in the court of instrucción of Alacranes, for the crime of murder.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged, and will institute measures to set the above-mentioned Trujillo Monagas at liberty at once.

III. Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

J. B. Hickey,
Assistant Adjutant-General.

No. 190.

Headquarters Division of Cuba,
Habana, May 5, 1900.

The military governor of Cuba directs the publication of the following order: Jose Miro, municipal judge of the city of Pinar del Rio, is hereby deposed from his office for attempting to exact improper and unlawful fees.

J. B. Hickey,
Assistant Adjutant-General.

No. 191.

Headquarters Division of Cuba,
Habana, May 5, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointments and resignation:

I.

Province of Habana—San Antonio de Los Baños: To be first assistant mayor, Jose Suarez y Hernandez, vice Carlos Cepero, resigned; to be second assistant mayor, Antonio Martinez Robes, vice Felix Suarez Garro, resigned. La Salud: To be second assistant mayor, Jose Chavez y Mendez, vice Gumersindo Cabrera Regalado, resigned.

II.

The resignation of Gumersindo Cabrera Regalado as second assistant mayor of La Salud, province of Habana, having been submitted, is hereby accepted.

J. B. HICKEY,
Assistant Adjutant-General.

No. 192.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Article LXXI of Order No. 92, Headquarters Division of Cuba, dated June 26, 1899, relating to appeals for annulment of judgment, is hereby modified to read as follows:

LXXI. In cases wherein the court may not have passed the sentence of death demanded by the accusation, the proceedings for appeal shall be as provided for in the preceding articles.

Upon admitting the appeal the court passing sentence shall order that the original proceedings be forwarded to the supreme court, instead of directing that a certified copy be delivered to the appellant. After said records have been received by the supreme court and the appellant has appeared, the prisoner shall be required to appoint a lawyer to represent and defend him, which he must do within what remains of the time set for his appearance, and if this be not possible, within ten days, when an appeal is made against judgments of the audiencias of Habana, Matanzas, Santa Clara, and Pinar del Rio, and within twenty days if against decisions of the audiencias of Puerto Principe and Santiago de Cuba, counting from the day following his being required to appoint counsel. If the prisoner appoints an attorney, within the third day after such appointment is recorded in the supreme court the person selected shall be notified thereof in order that on the day following the notification he may signify his acceptance or not, and his appearance in the name of the prisoner shall be considered as acceptance. Should the prisoner not designate counsel or the acceptance of the person appointed be not recorded, the court shall designate one de officio (of its own accord) to represent the prisoner and take charge of his defense, who shall not be excused therefrom, except upon grounds of incompatibility. The prisoner having been provided with counsel for his defense, the subsequent proceedings of the appeal will be in conformity with all that may be applicable to the case in the provisions of Article XXVII and following ones. The parties may state within the period specified in Article XXVIII, in addition to the petitions expressed therein, any grounds of appeal for annulment for defect in form.

Before rendering decision concerning the appeal established the court shall examine the defects in form alleged by the parties and shall not render decision upon said appeal, except it find that there are no such defects in form, nor any others not alleged by the parties, that justify annulment.

If the sentence be annulled and the new sentence impose the death penalty, before communicating this to the lower court the provisions of Article LXXII, hereby declared applicable to this case, shall be complied with.

TRANSITORY PROVISIONS.

Retroactive effect is hereby given to the provisions of this order in the appeals pending at the date of its publication They will return to the point of the proceedings from where the prisoner may avail himself of the provisions which are here established in his favor.

J. B. HICKEY,
Assistant Adjutant-General.

No. 193.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs me to announce the following appointment and resignation:

I.

Province of Habana—Batabano: To be second assistant mayor, Alejo Castaneda Acosta, vice Carlos Fonseca, resigned.

II.

The resignation of Juan Antonio Garmendia, as mayor of Colon, province of Matanzas, having been submitted, is hereby accepted.

J. B. Hickey,
Assistant Adjutant-General.

No. 194.

Headquarters Division of Cuba,
Habana, May 11, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The records belonging to certain recording clerks of judicial proceedings of Habana, that were transferred in the month of March, 1900, to the "cuartel de la Fuerza" will be removed to the general archives of the island of Cuba, where they will be provisionally deposited in the custody of the director of said archives and will constitute a special section, to be designated "judicial archives."

II. The copies and certificates, relating to records of the said judicial archives, which may be requested by interested parties, will continue to be issued by the officials in charge of the recording offices to which the the records to be copied belonged, and whenever the matter contained therein has to be duly copied, said officials will proceed to the general archives, and in conjunction with the director thereof, will issue the documents requested.

III. For the copies and certificates referred to in Article II, the said recording clerks may collect, from the interested parties, the regular tariff fees. For the purposes hereinbefore mentioned, the director of the general archives, by reason of his office and without charging any fees, shall show said recording clerks the records to be copied, in the place assigned for that purpose.

Guillermo Sanchez, clerk of fourth grade in the department of justice, assisted by the clerk Jose Ramon Verdura, under the supervision of the director of the general archives, is commissioned to carry out the removal of records mentioned in Article I of this order. Care will be taken to so arrange the files of documents pertaining to and comprising said records as to facilitate the production of any of them whenever necessary for the issue of the certificates referred to in Article II of this order.

J. B. Hickey,
Assistant Adjutant-General.

No. 195.

Headquarters Division of Cuba,
Habana, May 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I.

a. Full pardon of the sentence of one year and one day of "prisión correccional" imposed by the audiencia of Habana, on December 15, 1899, is hereby granted the convict Gonzalo Averhoff y Medina, who at present is at large.

b. Full pardon of the unexpired time of sentence of eight years and one day in a penitentiary (presidio mayor) imposed by the audiencia of Santa Clara, on December 9, 1895, for the crime of forging an official document, is hereby granted to Jose Ciurano Fargas, at present in the presidio of Habana.

II. Partial pardon is hereby granted the prisoner, Simon Gam Garcia, at present in the cárcel of Puerto Principe, whose unexpired term of sentence of three years four months and eight days of "prisión correccional," imposed upon him by the audiencia of Puerto Principe for discharging firearms and inflicting wounds, is reduced by ten months and six days.

III. Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

J. B. HICKEY,
Assistant Adjutant-General.

No. 196.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. Jose Maria Rodriguez Santa Maria, having abandoned his position as mayor of Macagua and being suspected of embezzling public funds, is hereby dismissed from said office. This action will not affect any measures that may in due time be taken by the courts having cognizance of the case.

II. The above office will be filled by the regular substitute until the municipal elections shall have taken place.

J. B. HICKEY,
Assistant Adjutant-General.

No. 197.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Full pardon of the unexpired time of sentence of three years six months and twenty-one days of "prisión correccional," imposed by the audiencia of Habana, April 18, 1898, for the crime of infanticide, is hereby granted to Dominga Rivera Diaz, at present in the cárcel of Guanabacoa.

The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Penal action pending against the following-named prisoners is hereby declared ended: *a.* (1) Ike Cappock, (2) Joseph Bair, and (3) Simeon Jimenez Marrero, who are in the cárcel of Marianao, and *b.* Agustin Zamorano, who is in the cárcel of Santiago de Cuba. The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged, and will institute measures to set them at liberty at once.

III. Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

J. B. HICKEY,
Assistant Adjutant-General.

No. 198.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 12, 1900.

The military governor directs the publication of the following order:

ADNA R. CHAFFEE,
Brigadier-General, U. S. Volunteers, Chief of Staff.

PROMULGATING ORDER.

WAR DEPARTMENT,
Washington, D. C., March 31, 1900.

The following order of the President is published for the information and guidance of all concerned:

EXECUTIVE MANSION, *March 31, 1900.*

By virtue of the authority vested in me as Commander in Chief of the Army and Navy of the United States of America, I do hereby order and direct that the following tariff and duties shall be levied and collected in all ports and places in the island of

Cuba and all islands in the West Indies west of the seventy-fourth degree west longitude, evacuated by Spain, on and after June 15, 1900, and shall remain in force one year from the date of promulgation without change:

All questions arising in the administration of the customs regulations shall be referred to the collector at the port of Habana for decision, and there shall be no appeal from such decision except in cases where the collector may find it expedient to ask for special instructions of the War Department on the points involved.

Importers who are dissatisfied with the valuation or classification of merchandise as fixed by the collector of the port shall pay the duties imposed, but may file at the time of payment a written protest and appeal stating briefly the value or classification which it is claimed should have been established.

Said protest and appeal shall forthwith be transmitted by the collector, through the chief of customs service, to the military governor of the island, who will review and either affirm, reverse, or modify the action complained of.

Necessary and authorized expenses for the administration of said tariff and regulations shall be paid from the collections thereunder.

Accurate accounts of collections and expenditures shall be kept and rendered to the Secretary of War.

William McKinley.

The above order and the following tariff of duties prescribed thereunder will be proclaimed and enforced, as therein provided, and all regulations and orders heretofore issued inconsistent herewith are hereby repealed.

Elihu Root,
Secretary of War.

CUSTOMS TARIFFS.

Disposition First.

CUSTOMS TREATMENT OF TISSUES.[1]

General rules.

1. *Number of threads.*—By the number of threads in a tissue shall, unless otherwise stipulated, be meant one-half of all the threads comprised in the warp and weft in a square of 6 millimeters. Should this half contain a fraction, the fraction shall be counted as an entire thread.

2. *Ascertainment of the number of threads.*—In order to determine, for customs treatment of tissues, the number of threads and the proportion in which the threads subject to the highest duty are found in the tissue, the instrument known as "thread counter" shall be employed.

Should there be doubt as to the ascertainment of the number of threads in a tissue, owing to the tissue being closer woven in some parts than in others, the closest woven part and the loosest woven part shall be taken, and the average threads resulting from the two shall serve as a basis for levying duty.

When the nature of the tissue permits it, thread shall always be counted on the obverse side of the stuff.

All woolly or melton-like tissues, and generally all tissues in which the hair has been removed by carding or fulling, the threads shall be counted on the reverse side of the stuff by rasping or burning the hair when necessary.

In exceptional cases, where after these operations the ascertainment of the number of threads remains doubtful, a sufficient part of the tissue must be unraveled.

Should this likewise be impossible, as, for instance, in case of ready-made articles, the tissue shall be subject to the highest duty of the group to which it belongs, and should the tissue be mixed it shall be dutiable according to the class in which the highest taxed material entering into the mixture is comprised.

CUSTOMS TREATMENT OF MIXED TISSUES.

3. *Admixtures of two materials.*—Tissues of all kinds, composed of two materials, shall be dutiable as follows:

(a) Cotton tissues containing threads of hemp, jute, linen, ramie, or other vegetable fiber shall be dutiable according to the corresponding numbers of group 2, Class IV, with the surtaxes established in each case;[1] provided that the number of these threads of hemp, jute, linen, ramie, or other vegetable fibers, counted in the warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

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[1] The warp of tissues is to be considered as the totality of the threads which lie in the longitudinal sense, whether they form the foundation of the same, or whether they have been added in order to form patterns or to give the stuff more body. The weft shall be considered the totality of the threads which cross the warp of the tissue, and combine the same conditions of helping to form patterns or to add to the body of the stuff.

When the number of threads of hemp, jute, linen, ramie, etc., exceeds one-fifth of the total, tissues shall be subject to the corresponding duties of Class V.

(*b*) Cotton tissues containing threads of wool, flock wool, hair, or wastes of these materials shall be dutiable according to the corresponding numbers of group 2, Class IV, with the surtaxes established in each case,[1] provided that the number of threads of wool, flock wool, hair, or their wastes, counted in the warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of threads of wool, flock wool, hair, or their wastes exceeds one-fifth of the total, the tissues shall be subject to the corresponding duties of Class VI, as tissues mixed with wool.

(*c*) Cotton tissues containing threads of silk or floss silk shall be dutiable according to the corresponding numbers of group 2, Class IV, with the surtaxes established in each case,[1] provided that the number of silk or floss-silk threads, counted in the warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of threads of silk or floss silk exceeds one-fifth of the total, the tissues shall be subject to the corresponding duties of Class VII.

(*d*) Tissues of hemp, jute, linen, ramie, or other vegetable fibers containing threads of wool, flock wool, hair, or their wastes shall be dutiable according to the corresponding numbers of group 2, Class V, with the surtaxes established in each case,[2] provided that the number of these threads of wool, flock wool, hair, or their wastes, counted in the warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of threads of wool, flock wool, hair, or their wastes exceeds one-fifth of the total, the tissues shall be subject to the corresponding duties of group 2, Class VI, as tissues mixed with wool.

(*e*) Tissues of hemp, jute, linen, ramie, or other vegetable fibers containing threads of silk or floss silk shall be dutiable according to the corresponding numbers of group 2, Class V, with the surtaxes established in each case,[2] provided that the number of these threads of silk or floss silk, counted in the warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of silk or floss silk threads exceeds one-fifth of the total, the tissues shall be subject to the corresponding duties of Class VII.

(*f*) When the number of silk or floss silk threads exceeds one-fifth of the total, the tissues shall be subject to the corresponding duties of Class VII.

4. *Admixtures of more than two materials.*—Tissues composed of more than two materials shall be dutiable as follows:

When the number of silk or floss silk threads exceeds one-fith of the total, the tissues shall be subject to the corresponding duties of Class VII.

(*a*) Tissues containing an admixture of cotton and other vegetable fibers, and at the same time threads of silk or floss silk, shall be subject to the corresponding duties of Class V, and assimilated to tissues of jute, hemp, etc., whatever be the proportion of the cotton threads; they shall, in addition, be liable to the surtax leviable on the silk or floss silk threads, provided that the number of these threads, counted in warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of silk or floss silk threads exceeds one-fifth of total, the tissues shall be subject to the corresponding duties of Class VII.

(*b*) Tissues of an admixture of wool, cotton, and other vegetable fibers containing no silk threads shall be subject to the corresponding duties of Class V, and shall, in addition, be liable to the surtax leviable on woolen threads, provided that the number of these threads, counted in warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of woolen threads exceeds one-fifth of the total, the tissues shall be subject to the corresponding duties of Class VI, as mixed woolen tissues.

5. *Silk tissues.*—All tissues containing silk or floss silk threads, the number of which, counted in warp and weft, exceeds one-fifth without being more than one-half of the total number of threads composing the tissue, shall be considered as tissues mixed with silk.

When the number of silk or floss silk threads, counted in warp and weft, exceeds one-half of the total, the tissues shall be considered and dutiable as of pure silk.

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[1] Class IV, group 2, Note I.

[2] Class V, group 2, Note I.

EXCEPTIONS.

For knitted stuffs, tulles, lace, blonds, tulles for borders, and ribbons composed of an admixture, exception to the preceding rules shall be made in the following cases:

6. *Knitted and netted stuffs.*—All kinds of knitted stuffs and tulles, lace, blondes, and tulles of all kinds for borders, when mixed, shall be dutiable according to the corresponding numbers of the class comprising the threads of the highest taxed material, whatever be the proportion of such threads in the tissue.

Knitted stuffs, lace, blonds, and tulles for borders, comprised in Class VII, shall be considered as tissues mixed with silk when they contain threads of cotton or other vegetable fibers, or of wool or flock wool, whatever be the proportion of such threads in the mixture.

Tulles less than 15 centimeters in width shall be considered as tulles for borders.

7. *Ribbons.*—Ribbons and galloons mixed with cotton and other vegetable fibers or with vegetable fibers and wool, containing no silk, shall be subject to the corresponding duties of the class comprising the highest taxed threads.

Ribbons or galloons containing silk, in whatever proportion, shall be dutiable as tissues according to the corresponding numbers of Class VII. When not exceeding 15 centimeters in width they shall be considered as mixed silk tissues, provided that they contain in any proportion threads of cotton or other vegetable fibers or of wool or flock wool.

8. *Trimmings.*—Trimmings shall be dutiable on the total weight, as if exclusively composed of the apparent or visible textile material.

Trimmings composed on their apparent or visible part of various textile materials shall be subject to the corresponding duties of the class comprising the highest taxed material. When the predominating component material consists of metallic threads of any kind, the trimmings shall be dutiable according to Class VII, plus the surtax leviable on the metal.

Trimmings are distinguished from ribbons and galloons by the latter being real tissues, with warp and weft, while trimmings are plaited.

SURTAXES.

9. *Establishment of surtaxes.*—The surtaxes applicable, owing to broché, embroidery, metal threads, or making up, shall always be computed on the duties leviable on the tissue by taking into account, if necessary, the increase of such duties in case of admixture.

For the collection of the total duty the surtaxes applicable for either of the above-mentioned reasons must, when necessary, be added together.

10. *Brochés.*—Tissues, brochés, or woven like brocades with silk or floss silk, shall be liable to the duties leviable thereon plus the surtaxes established in every case.[1]

By broché or brocaded tissues are meant all tissues with flowers or other ornaments applied by means of the small shuttle called "espolín" in such manner that the threads do not occupy the entire width of the stuff, but only the space comprising the flower or pattern.

11. *Embroidery.*—Tissues embroidered by hand or by machine after weaving or with application of trimming shall be liable to the duties leviable thereon plus the surtaxes established in every case[2] by taking into account whether the embroidery contains metallic threads or not.

Embroidery is distinguished from patterns woven in the tissue, as the latter are destroyed by unraveling the weft of the tissue, while embroidery is independent of the warp and weft and can not be unraveled.

12. *Metallic threads.*—Tissues and trimmings containing metallic threads, in whatever proportion, shall be liable to the duties leviable thereon, plus the surtaxes established in every case.[3]

Tissues exclusively composed of metallic threads shall be dutiable according to Class VII, plus the surtax leviable on the metal.

13. *Made-up articles.*—Tissues manufactured into articles of all kinds shall be liable to the duties leviable thereon, plus the surtaxes established in every case.[4]

Ready-made clothing, wearing apparel of all kinds and of any style, and, generally, all articles made up by the seamstress or tailor, shall, for their total weight, be liable to the duties leviable on the principal component tissue on their most visible exterior part.

For the application of the corresponding surtaxes, clothing and articles, half finished or basted, shall be considered as made-up articles and clothing.

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[1] Classes IV and V, group 2, Note II, Letter A.

[2] Ibid., Letter B.

[3] Ibid., Letter C.

[4] Ibid., Letter D.

DISPOSITION SECOND.

RULES APPLICABLE TO GOODS NOT SPECIALLY MENTIONED AND TO ARTICLES COMPOSED OF SEVERAL MATERIALS.

1. Articles not enumerated in the tariff shall, for the application of duty, be assimilated to those which they most closely resemble.

When an article presented for customs clearance is not mentioned in a number of the tariff or in the repertory, and when doubts arise as to its assimilation to articles specified in the tariff, the interested party or the importer may request the customs authorities to indicate the number according to which such article is to be dutiable.

In such case the clearance shall be effected according to the number so indicated.

2. Articles which, owing to their nature or for their application, are composed of two or more materials or of different parts,[1] shall, for the total weight, be taxed according to the material chiefly determining the value of the article.

3. In case of doubt as to which is the material chiefly determining the value of an article, such article shall be dutiable according to the most highly taxed component material.

4. When the mixture of different materials has been made with a view of evading the payment of the duties of any specified number of the tariff, the duties leviable on the article subject to the highest duty shall always be collected.

DISPOSITION THIRD.

REGULATIONS TO BE APPLIED IN LEVYING DUTY ON PACKAGES AND RECEPTACLES—TARES.

1. Packages and receptacles capable of again being used to contain goods or for other purposes shall be dutiable according to the corresponding number of the tariff, unless in case of goods dutiable on gross weight without tare, for which it is expressly provided that the weight of packages or receptacles shall, for tariff purposes, be included in the weight of the goods.

2. Packages and receptacles liable to higher duties than those established for their contents shall always be dutiable according to the number of the tariff to which they belong.

3. The following articles shall pay on gross weight including packages and receptacles:

Included in Class I:
Marble, jasper, and alabaster, in the rough or cut into flat blocks, slabs, or steps.
Other natural or artificial stone, unwrought and in flat blocks, slabs, or steps.
Earthy substances employed in industry or in the arts: cement, lime, and gypsum.
Mineral pitch and tar; asphalts, bitumens, and schists.
Mineral oils of all kinds.
Ores.
Clay in coarse articles for building purposes, furnaces, etc.; also articles of fire clay.
Large or small paving tiles of earthenware, cement, or stoneware, ceramic tiles, glazed roofing tiles, and pipes.
Included in Class II:
All articles of cast iron, wrought iron, or steel set forth in groups 2 and 3 of Class II [excepting those comprised in Nos. 33, 34, 41, 45, 47 [letters *a* and *b*], 48, 49, 50, 51, 52, 53, 54 [letters *a*, *b*, and *c*] 55, [letters *a* and *b*], 56, 57, and 58].
Copper shavings; copper of first fusion and old copper, brass, etc.
Copper, brass, bronze, and other alloys of common metals in which copper enters, in ingots, bars, plates, pipes, railway chairs, sheets for stoves and boiler-makers' work, partly wrought.
Mercury.
Nickel, aluminum, tin, zinc, lead, or other metals not specially mentioned, also all alloys of such metals, in pigs, ingots, bars, plates, pipes, or wire.
Filings, shavings, scrap iron or steel, and other waste of common metals.
Scoriæ.
Included in Class III:
Oleaginous seeds, including copra or cocoanut.
Resins [except turpentine] and gums comprised in No. 78.
Extracts of licorice, camphor, aloes, and other like vegetable juices.
Tan bark.
Opium.
Vegetable and animal products enumerated in Nos. 82 and 83.
Natural colors in powder or in lumps.
Natural dyes.
Varnish.
Blacking.
Chemical products enumerated in Nos. 91 [excepting phosphorus], 92, 93, 94, 95, and 96 [letter *a*].

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[1] As, for instance, the handle of an implement and the implement itself, the glass and frame of a mirror.

Vegetable oils mentioned in No. 101.
Crude vegetable oils and animal fats.
Wax, unmanufactured, and paraffin in the mass.
Fertilizers.
Glue, albumen, and gelatin.
Carbons for electric lighting.
Included in Classes IV, V, VI, and VII:
Textile materials of all kinds, neither spun nor twisted.
Included in Class VIII:
Paper pulp.
Included in Class IX:
Staves.
Ordinary wood in boards, beams, etc., wood, planed or dovetailed, for cases and flooring.
Fine wood for cabinetmakers, in boards, trunks, or logs.
Casks or shooks, and wood prepared for the manufacture of hogsheads, tierces, and barrels.
Lattice or fencing wood.
Charcoal, firewood, and other vegetable combustibles.
Cork, in the rough or in sheets.
Dill, vegetable hair, cane, osiers, fine straw, palm, heather, and esparto raw.
Included in Class X:
Animal remains.
Included in Class XII:
Jerked meat ("tasajo").
Oysters of all kinds and shellfish, fresh or dried.
Rice.
Wheat and other cereals.
Flour of all kinds.
Pulse, dried.
Pot herbs and garden produce, fresh.
Carob beans, and seeds not specially mentioned.
Forage and bran.
Included in Class XIII:
Sand-covered tarpaulins for vans; felt and tow, tarred or coated with pitch.

4. The undermentioned goods, if contained in a single package or receptacle, shall likewise be dutiable on gross weight, including weight of package or receptacle, and with no reduction for tare.

When packed in two or more receptacles, such goods shall be weighed therewith, and the following allowance shall be made for tare:

Included in Class III:	Tare (per cent).
Natural colors, prepared	17
Colors and dyes, artificial, in powder, lumps, or crystals	10
The same, prepared	17
Varnish	15
Chemical products not specified (No. 98)	12
Soap	6
Starch and feculæ for industrial uses; dextrin and glucose	10
Gunpowder, explosive compounds, and miners' fuses (No. 111, letter *a*)	10
Included in Class XIII:	
Olive oil and cotton-seed oil	10

5. The following goods shall be dutiable on gross weight, including weight of all packages or receptacles, and shall be allowed the undermentioned tares:

Included in Class I:	Tare (per cent).
Marble, jasper, and alabaster, wrought into the articles mentioned in No. 1, letters *c* and *d*	20
All other natural stones, also artificial stones wrought into the articles classed under No. 2, letter *b*	12
Articles of gypsum, in cases or barrels	30
Articles of gypsum, in hampers or otherwise packed	16
Hollow glass and crystal ware of all kinds (excepting ordinary bottles):	
In cases or barrels	30
In crates, baskets, hampers, or otherwise packed	20
Ordinary bottles:	
In cases or barrels	20
In crates or otherwise packed	15
Flat glass and crystal of all kinds:	
In single cases	25
In double wooden cases	30
In any other package	20
Glass and crystal in fancy articles, etc.:	
In a single receptacle	35
In two or more receptacles	40
Earthenware or stoneware; faience and porcelain:	
In cases or barrels	30
In hampers or otherwise packed	16
Included in Class II:	
Roughly manufactured articles, comprised in Nos. 33, 41, 45, 47 (letter *b*), 48, 49, 54 (letter *c*), 56, 57, 63 (letters *a* and *b*), 64, 65 (letter *a*), 67 (letter *b*), 69:	
In cases or barrels	13
In hampers	7
In other packages or in bales	5
Finely manufactured articles, comprised in Nos. 34, 47 (letter *a*), 50, 53, 58, 63 (letter *c*), 65 (letter *b*), 67 (letter *a*), 70, 68, 73 (letter *c*), 72 (letter *c*), 73 (letter *d*), and 74 (letters *c*, *d*, *e*, or *f*):	
In cases or barrels	18
In hampers	12
In other packages or bales	6

	Tare (per cent).
Included in Class III:	
Spirits of turpentine	18
Phosphorus:	
In tin-plate receptacles	25
In cases or otherwise packed	35
Pharmaceutical products, comprised in Nos. 96 (letter *b*), 99, and 100	20
Wax and other articles comprised in No. 104	14
Perfumery and essences	20
Included in Class VIII:	
Paper of all kinds:	
In cases	10
In other packages or in bales	3
Included in Class IX:	
Fine wood, sawn in veneers	6
Ordinary wood, wrought, curved wood, wrought, and rods, and articles comprised in Nos. 171, 173, and 175 (letter *a*):	
In cases	20
In crates or otherwise packed	10
Fine wood, wrought, comprised in Nos. 172, 174, and 175 (letter *b*):	
In cases	30
In other packages	10
Cork, manufactured:	
In cases	10
In other packages or in bales	5
Furniture of osiers or other wickerwork, comprised in No. 180:	
In cases	35
In other packages or in bales	10
Included in Class X:	
Saddlers' and harness-makers' wares; feathers, except for ornament, and feather dusters:	
In cases or barrels	15
In other packages or in bales	6
Gloves of skin, comprised in No. 196:	
In cases or barrels	18
In other packages or in bales	8
Included in Class XII:	
Poultry and small game	40
Meat in brine, including beef and pork, comprised in No. 237	20
Lard and other goods comprised in Nos. 238, 239, 240, 241	12
Other meat	12
Butter:	
In ordinary boxes, tierces, cans, etc	12
In brine or otherwise packed wooden, glass, or tin receptacles combined, provided this does not exceed the actual tare	35
Salt cod and stockfish, herring, mackerel, and salmon:	
In cases or barrels	10
In sacks	2
Cocoa:	
In sacks	1
In double sacks	2
In ceroons	5
Ground, or in paste, in triple receptacles	25
Coffee:	
In sacks	1
In double sacks	2
In barrels, casks, etc	10
Cinnamon:	
In cases or barrels	15
In bales	4
Cinnamon, Chinese ("canelón"), and other spices comprised in No. 283:	
In cases or barrels	15
In sacks	1
In double sacks	2
Vanilla	12
Eggs	25
Common biscuits	8
Fine biscuits	14
Cheese	12
Included in Class XIII:	
Cartridges, with or without projectiles or bullets	10
Varnished cloth or oilcloth	12
Toys and games	25
Articles of caoutchouc	20
Waterproof and caoutchouc tissues	10

GENERAL PROVISION FOR TARE.

6. All goods not enumerated in the foregoing lists, or not included in the abovementioned cases, shall be dutiable on net weight or according to the bases stipulated in the respective numbers of the tariff. All packages or receptacles containing such goods shall be separately liable to the duties set forth in the corresponding numbers of the tariff.

7. Goods dutiable on gross weight, entitled or not to tare allowance, shall always be taxed inclusive of the weight of all interior paper wrappers, ribbons, envelopes, or packing.

8. When an article entitled to tare allowance is imported in bulk or merely fastened by means of rope or hoops, or packed in paper, straw, hay, or the like, no tare shall be deducted.

9. Goods dutiable on net weight shall pay together with the weight of the paper wrappers, ribbons, envelopes, or immediate receptacles other than the boxes or cases. Needles, pins, pens, and other articles comprised in Nos. 51, 52, and 68 shall be excepted from this rule, and will be weighed together with the boxes, if of cardboard.

Other boxes and cases, also boxes and cases containing other articles, shall be dutiable according to the number of the tariff to which they belong.

Goods affixed to cardboard, cards, or wood shall be dutiable together with the weight of such package.

Twisted yarn of all kinds shall be dutiable together with the weight of the bobbins.

10. When in one container merchandises are imported which pay by net weight with others which pay by gross weight or by unities, whether they have the same or different tares, said merchandise will pay the duties that correspond to them by gross weight, without any benefit of tare, in proportion to the gross weight of the entire importation.

11. Packages containing mineral waters shall be dutiable according to the following rules:

Cases containing bottles shall be dutiable according to No. 166 (letter *b*) or 15 per cent of the gross weight of case and contents.

Bottles shall be dutiable according to No. 10, and for this purpose bottles containing 70 centiliters or more shall be considered as weighing 720 grams each.

For smaller bottles and for flasks, except of glass, and for other receptacles used for importing water, the weight shall be practically ascertained, and such receptacles shall be dutiable according to the numbers of the tariff in which classed.

12. Receptacles containing alcohol, brandies, liquors, and other compound spirits shall be treated as follows:

When the importation is effected in barrels or other casks, the receptacles shall be dutiable according to their corresponding paragraph on 15 per cent of the gross weight if single, and on 20 per cent of the gross weight if double.

When the importation is effected in bottles or flasks, packed in wooden cases or hampers, duties shall be assessed as follows:

The weight of the liquid shall be practically ascertained, as shall that of the bottles or flasks containing the same.

The practically ascertained weights of the liquid and bottles or flasks shall be added, and the result deducted from the actual gross weight of the entire importation. The difference obtained by this deduction will be the actual weight of the wooden cases or hampers.

The liquid, bottles, or flasks, and wooden cases or hampers will pay duty according to their corresponding paragraphs.

13. Receptacles containing wine shall be treated as follows:

When the importation is effected in barrels or other casks, the receptacles shall be dutiable according to their corresponding paragraph on 12 per cent of the gross weight if single and on 18 per cent of the gross weight if double.

When the importation is effected in bottles or flasks packed in wooden cases or hampers, duties shall be assessed in exactly the same way as for alcohol, brandies, liquors, and compound spirits when so imported, except in the case of champagne, which shall be treated as follows:

The weight of the liquid shall be practically ascertained by deducting from the actual weight of a full bottle 950 grams for an empty champagne bottle of ordinary size, and 550 grams for an empty half bottle.

The assessment of duty will then proceed as in the case of any other wine.

14. Receptacles containing beer or cider shall be treated as follows:

When the importation is effected in barrels or other casks, the receptacles shall be dutiable according to their corresponding paragraph, on 30 per cent of the gross weight.

When the importation is effected in bottles or flasks, packed in wooden cases, hampers, or barrels, duties shall be assessed as follows:

When beer is imported in bottles of ordinary or current size, for every 12 quart bottles, or 24 pint bottles, the glass shall be considered to weigh 9½ kilos and the beer contained therein to weigh 8½ kilos (equal to 8½ liters), and the difference obtained by adding together the taken weight of the glass and the taken weight of the beer, and deducting the result from the actual gross weight of the entire importation, shall be considered to be the weight of the exterior package or receptacle.

When beer is imported in bottles not of ordinary or current size, or differing in weight from the average or current weights, the respective weights of the liquid and bottles shall be practically ascertained, and the assessment of duty will proceed as before.

In the case of cider, the procedure will be the same as in the case of wines or liquors, the weights being practically ascertained.

DISPOSITION FOURTH.

ARTICLES OF PROHIBITED IMPORTATION.

1. Dynamite, gunpowder, and similar explosives, unless the importer is able to produce a special authorization for landing issued to him by the military governor of the island.
2. Paintings, publications, figures, and all other objects offensive to morality.
3. Artificial wine (other than medicinal wines of known composition) and adulterated wines.

IMPORT RATES OF DUTY.

Abbreviations employed in the tariff: Disp.=General disposition; G. W.=Gross weight; N. W.=Net weight; G. W., T.=Gross weight or tare, as case may be; T.=Tare; S. T.=Special tare; Kil.=Kilograms; Kilog.=Kilogram; Hectog.=Hectogram; Hectol.=Hectoliter.

Duties shall be paid in United States money, or in foreign gold coin, such as the Spanish alphonsinos (centen) and the French louis, which will be accepted at the following rates: Alphonsinos (25-peseta piece), $4.82; louis (20-franc piece), $3.86.

The following Spanish silver coins now in circulation in the island of Cuba shall be received for customs at the following fixed rates in American money: Peso, 60 cents; medio peso, 30 cents; peseta, 12 cents; real, 6 cents; medio real, 3 cents.

Bronze and copper coins now current in the island of Cuba will be received at their face value for fractional parts of a dollar in a single payment to an amount not exceeding 12 cents (1 peseta).

The metrical system of weights and measures is in use in Cuba.

Importations from the United States are dutiable like other commodities.

CLASS I.—STONES, EARTHS, ORES, GLASS, AND CERAMIC PRODUCTS.

GROUP I.—*Stones and earths employed in building, arts, and manufactures.*

1. Marble, jasper, and alabaster:		
a. In the rough or in dressed pieces, squared or prepared for shaping, G. W	100 kil.	$0.50
b. Slabs, plates, or steps of any dimension, polished or not,[1] G. W	do	1.00
c. Sculptures, high and bas-reliefs, vases, urns, and similar articles for house decoration, T. (Disp. III, rule 5)	100 kil.	8.10
d. Wrought or chiseled into all other articles, polished or not, T. (Disp. III, rule 5)	do	2.00
2. Stones, other, natural or artificial:		
a. Slabs, plates, or steps, G. W	do	6.50
b. Wrought into all other articles, T. (Disp. III, rule 5)	do	1.00
3. Earths employed in manufactures and arts, including lime and gypsum, G. W	do	.20
a. Cement, G. W	do	.30
4. Gypsum manufactured into articles:		
a. Statuettes, T. (Disp. III, rule 5)	do	8.00
b. Articles, other, T. (Disp. III, rule 5)	do	.75

GROUP 2.—*Coal.*

(See free list.)

GROUP 3.—*Schists, bitumens, and their derivatives.*

5. Tar and mineral pitch, asphalts, bitumens, and schists,[2] G. W	100 kil.	$0.60
NOTE.—Asphalt paving blocks and rock asphalt for paving purposes shall be dutiable under this paragraph in proportion to the percentage of asphaltum they contain, provided the duty be not less than 0.05 per kilogram, G. W.		
6. Crude oils derived from schists, including crude petroleum; axle grease for cars and carts,[3] G. W	100 kil.	1.40
7. Petroleum and other mineral oils, rectified or refined, intended for illumination or lubrication,[4] G. W	100 kil.	2.80

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[1] Marble affixed to furniture shall be liable to the same duty as the furniture.

[2] The customs authorities must take special care that, under the denomination of tar or mixtures containing tar, no oils derived from schists are imported. Tar must not contain, in appreciable proportions, volatile products or oils which might be extracted by means of distillation at 300° C. Under the name of asphalts or bitumens, impure paraffin or other products must be included in No. 108 of Class III. (Tow impregnated with pitch, tarred felts, and tarpaulins coated with sand, which heretofore were dutiable according to this number, shall in future be comprised in No. 304 of Class XIII.)

[3] For the collection of duty, the following shall be considered as: (*a*) Crude oil derived from schists, those obtained from first distillation, distinguishable by their density of from 900 to 920 thousandths of a degree, or from 66 to 57½ of the centesimal areometer, equal to from 24 degrees and 69 hundredths to 21 degrees and 48 hundredths Cartier. (*b*) Crude mineral oils mixed with animal oils, as well as crude mineral oils mixed with vegetable oils, when these oils are exclusively destined to lubricating machines, are likewise dutiable according to this number. (*c*) For rules of clearance of crude petroleum, see instructions on page 39.

[4] All mineral oils not having the properties described in the note to paragraph 6 shall be considered as refined.

Article	Unit	Duty
a. A product from petroleum known under the name of cordage oil, imported by and used exclusively for cordage works in their manufacture of rope and cordage, provided that the importation be made at the direct demand of the president of the cordage company, and that the latter submit their works at all times to the inspection of the customs authorities, and that the importer give such bond as may be regarded necessary by the acting collector, G. W	100 kil..	$0.07
8. Benzine, gasoline, and mineral oils not specially mentioned, including vaseline,[1] G. W., 100 kil		4.70

GROUP 4.—*Ores.*

Article	Unit	Duty
9. Ores, G. W	100 kil..	$0.10

GROUP 5.—*Crystal and glass.*

Article	Unit	Duty
10. Common or ordinary hollow glassware; electric insulators, S. (Disp. III, rule 5)	100 kil..	$1.00
11. Crystal, and glass imitating crystal:[2]		
a. Articles, cut, engraved, or gilt, T. (Disp. III, rule 5)	100 kil..	14.00
b. Articles, other, T. (Disp. III, rule 5)	do....	7.00
12. Plate glass or plate crystal:		
a. Slabs, paving or roofing, T. (Disp. III, rule 5)	100 kil..	1.65
b. For windows or in other articles, provided they be neither polished, beveled, engraved, nor annealed, T. (Disp. III, rule 5)	100 kil..	3.40
c. Window glass set in lead and polished; or beveled plate glass, T. (Disp. III, rule 5), 100 kil		4.90
d. Articles, engraved or annealed, T. (Disp. III, rule 5)	100 kil..	9.80
13. Glass and crystal, tinned, silvered, or coated with other metals:		
a. Common mirrors not exceeding 2 mm. in thickness, coated with red or dark mercurial varnish, T. (Disp. III, rule 5)	100 kil..	10.00
b. Mirrors, other, not beveled, T. (Disp. III, rule 5)	do....	15.60
c. Mirrors, beveled, T. (Disp. III, rule 5)	do....	18.00
14. Glass and crystal, in other articles:[3]		
a. In statuettes, flower stands and vases, and similar articles for toilet purposes and house decoration, T. (Disp. III, rule 5)	kilog..	.35
b. Spectacle and watch glasses; imitations of precious or fine stones; enamel, T. (Disp. III, rule 5)	kilog..	1.00
15. Incandescent electric lamps, mounted or not	hundred..	2.50

GROUP 6.—*Pottery, earthenware, and porcelain.*

Article	Unit	Duty
16. Articles of fire clay, G. W	100 kil..	$0.30
17. Vitrified brick for paving purposes, vitrified block, vitrified brick for sewers, vitrified invert block, and vitrified invert brick for sewers, G. W	100 kil..	.05
18. Roofing tiles of clay, not glazed, for building purposes, per square (10 by 10 feet)		1.50
19. Vitrified clay and terra-cotta sewer pipe, slabs or conduits of clay, glazed or unglazed, cement or stoneware, G. W	100 kil..	.25
20. Ceramic tiles of all kinds and glazed roofing tiles, per square (10 by 10 feet)		2.60
21. Hollow ware, glazed or not, of clay or stoneware:		
a. Household or kitchen utensils, except table ware, and provided they be not gilt, painted, or ornamented in relief, T. (Disp. III, rule 5)	100 kil..	.80
b. Dishes or other articles, provided that they be neither gilt, painted, nor ornamented in relief, T. (Disp. III, rule 5)	100 kil..	3.00
c. Common bottles of earthenware, to contain beer, etc	do....	1.00
d. Flower pots of common earthenware, T. (Disp. III, rule 5)	do....	1.00
e. Articles, gilt, painted, or ornamented in relief, T. (Disp. III, rule 5)	do....	5.60
22. Faïence in dishes or hollow ware:		
a. Neither painted, gilt, nor in relief, T. (Disp. III, rule 5)	do....	3.50
b. Gilt, painted, or with ornaments in relief, T. (Disp. III, rule 5)	do....	6.40
23. Porcelain in dishes or hollow ware:[4]		
a. Neither painted, gilt, nor in relief, T. (Disp. III, rule 5)	do....	5.80
b. Painted, gilt, or with ornaments in relief, T. (Disp. III, rule 5)	do....	9.30
24. Statuettes, flower stands and vases, high and bas-relief, articles for toilet purposes (adornos de tocador) and house decoration, of fine clay, faïence, stoneware, porcelain, or bisque, T. (Disp. III, rule 5)	100 kil..	.95

CLASS II.—METALS, AND ALL MANUFACTURES IN WHICH A METAL ENTERS AS A PRINCIPAL ELEMENT.

GROUP 1.—*Gold, silver, and platinum, and alloys of these metals, and gold and silver plate.*

Article	Unit	Duty
25. Gold and platinum or alloys thereof in jewelry or without precious stones or pearls; silver in jewelry with precious stones or pearls, and precious stones, pearls, and seed pearls, not set, N. W	hectog..	$7.50
26. Gold or platinum or alloys thereof wrought in articles, other, of all kinds, N. W	do....	2.80
27. Silver in ingots, bars, plates, sheets, or powder, N. W	kilog..	2.60
28. Silver, in jewelry, without precious stones or pearls, N. W	hectog..	1.50
29. Silver wrought in articles, other, of all kinds, and platinum in ingots, N. W	kilog..	8.00
30. Gold and silver plated ware of all kinds, and jewelry made of metal, gold or silver plated, with or without precious stones or imitations thereof	per cent ad valorem..	.25

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[1] All mineral oils not having the properties described in the note to paragraph 6 shall be considered as refined.

[2] Decanters, glasses, tumblers, candlesticks, pillar lamps, and other articles for table service and lighting, white or colored, are comprised in this number.

[3] Separate and spare parts, forming an integral portion of lamps, chandeliers, or bracket lamps, are dutiable according to this number.

[4] A surtax of 75 per cent of the duties will be levied upon Saxony, Sevres, and similar fine porcelain.

GROUP 2.—*Cast iron* (*I*).

(I) Articles of malleable cast iron are dutiable as manufactures of wrought iron.

	Cast iron:		
31.	Pigs, G. W	kil..	$0.10
32.	Articles not coated or ornamented with another metal or porcelain, neither polished or turned:		
	a. Bars, beams, plates, grates for furnaces, columns, and pipes, G. W	100 kil..	.50
	b. Lubricating boxes for railway truck and carriages, and railway chairs, G. W	do....	.85
	c. Articles, other, G. W	do....	.75
33.	Articles of all kinds, not coated or ornamented with another metal or porcelain, polished or turned, T. (Disp. III, rule 5)	100 kil..	1.20
34.	Articles of all kinds, enameled, gilt, tinned or coated, or ornamented with other metals or porcelain, T. (Disp. III, rule 5)	100 kil..	2.80

GROUP 3.—*Wrought iron and steel.*

35.	Iron, soft or wrought, in ingots or "tochos"[1] steel in ingots, G. W	100 kil..	$0.40
36.	Wrought iron or steel, rolled:		
	a. Rails, G. W	do....	.50
	b. Bars of all kinds, including rods,[2] tires, and hoops, G. W	do....	.90
	c. Bars of all kinds of fine crucible steel,[3] G. W	do....	1.10
37.	Sheets, rolled:		
	a. Neither polished nor tinned, of 3 millimeters and more in thickness, G. W	do....	1.10
	b. Neither polished nor tinned, of less than 3 millimeters in thickness, and hoop iron,[4] G. W	100 kil..	1.20
	c. Tinned and tin plate, G. W	do....	1.50
	d. Polished, corrugated, perforated, cold rolled, galvanized or not, and bands of polished hoop iron, G. W	100 kil..	1.30
38.	Wrought iron or steel:		
	Cast in pieces, in the rough, neither polished, turned, nor adjusted, weighing, each—		
	a. 25 kil. or more, G. W	100 kil..	1.00
	b. Less than 25 kil., G. W	do....	1.35
39.	Cast in pieces, finished:		
	a. Wheels weighing more than 100 kilograms, fish plates, chairs, sleepers, and straight axles; springs for railways and tramways; lubricating boxes, G. W	100 kil..	.60
	b. Wheels weighing 100 kilograms or less, springs other than for railways and tramways; bent axles and cranks, G. W	100 kil..	1.40
40.	Pipes:		
	a. Covered with sheet brass, G. W	100 kil..	1.40
	b. Other, galvanized or not, G. W	do....	1.40
41.	Wire, galvanized or not:		
	a. 2 millim. or more in diameter, T. (Disp. III, rule 5)	100 kil..	1.00
	b. More than ½ and up to 2 millim. in diameter, T. (Disp. III, rule 5)	do....	1.30
	c. ½ millim. or less in diameter, and wire covered with any kind of tissue, T. (Disp. III, rule 5)	100 kil..	1.60
42.	In large pieces, composed of bars, or bars and sheets fastened by means of rivets or screws; the same, unriveted, perforated, or cut to measure for bridges, frames, and other buildings, G. W	100 kil..	1.80
43.	Anchors, chains for vessels or machines, moorings, switches, and signal disks, G. W	100 kil..	.80
44.	Anvils, G. W	do....	2.50
45.	Wire gauze:		
	a. Up to 20 threads per inch,[5] T. (Disp. III, rule 5)	do....	5.00
	b. Of 20 threads or more per inch, T. (Disp. III, rule 5)	kilog..	.10
46.	Cables, fencing (barbed wire, including fasteners for the same), and netting, furniture springs, G. W	100 kil..	1.00
47.	Tools and implements (not apparatus):		
	a. Fine, for arts, trades, and professions, of crucible steel, T. (Disp. III, rule 5)	do....	8.00
	b. Other, T. (Disp. III, rule 5)	do....	2.50
48.	Screws, nuts, bolts, washers, and rivets; nails, clasp nails, tacks, and brads, T. (Disp. III, rule 5)	100 kil..	1.50
49.	Saddlery hardware:		
	a. Made of iron or steel, bits, spurs, and all finishes for common harness, T. (Disp. III, rule 5)	100 kil..	3.00
	b. Made of composition or materials other than iron or steel shall be dutiable according to its chief component material.		
50.	Buckles:		
	a. Nickeled, T. (Disp. III, rule 5)	kilog..	.20
	b. Other, T. (Disp. III, rule 5)	do....	.15
51.	Needles, sewing or embroidering, pins, and pens; N. W. (Disp. III, rule 9)	do....	.30
52.	Crochet hooks, hooks, and hairpins, N. W. (Disp. III, rule 9)	do....	.80

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[1] By "tochos" shall be understood wrought iron in a mass or prism, round iron, or iron in any other form containing dross. (Wrought iron containing dross has generally an unequal and rough surface.) Wrought iron in a mass or prism free from dross shall be comprised in No. 37, letter *b*. In case of doubt this iron shall be submitted to assay for determining its kind.

[2] The rods in question are iron or steel rods exceeding 8 millimeters in thickness employed in the manufacture of iron wire.

[3] Crucible steel is distinguished from bars and other pieces of iron or common steel by its sharp edges. The surface is very smooth, of a bluish color, darker than that of iron, and its fracture is close grained. (This steel is generally imported in round, square, octagonal, triangular, or flat bars.)

[4] By hoop iron "flejes" shall be understood unpolished flat bands or circles of less than 3 millimeters in thickness.

[5] This basis represents one-half of the warp and woof threads comprised in a square of 1 inch, i. e., of 23 millimeters.

Article	Unit	Duty
53. Cutlery:		
a. With common wooden handles, such as used by butchers, shoemakers, saddlers, and cooks, including table knives and forks with common, wooden handles, T. (Disp. III, rule 5)	kilog..	$0.20
b. All other cutlery (except pocket cutlery), including scissors; fishing hooks, T. (Disp. III, rule 5)	kilog..	.40
c. Surgical, including dental instruments; pocket cutlery; side arms (not fire) and pieces for same; razors	kilog..	.60
54. Small arms and barrels:[1]		
a. Barrels, unfinished, for portable arms, G. W	kilog..	.25
b. Barrels, finished, for portable arms, G. W	do....	.60
c. Small arms, such as pistols and revolvers, also their detached parts, except barrels, T. (Disp. III, rule 5)	kilog..	2.50
55. Sporting arms,[2] breech and muzzle loading, and detached parts thereof, except barrels, per cent ad valorem		25
56. Manufacture of tin plate, T. (Disp. III, rule 5)	100 kil..	4.00
Wrought iron or steel:		
57. Articles of all kinds not specially mentioned, common, even coated with lead, tin, or zinc, or painted or varnished, T. (Disp. III, rule 5)	100 kil..	3.00
58. Articles of all kinds not specially mentioned, fine, i. e., polished, enameled, coated with porcelain, nickel, or other metals (with the exception of lead, tin, or zinc), or with ornaments, borders, or parts of other metals, or combined with glass or earthenware, T. (Disp. III, rule 5)	100 kil..	4.00

GROUP 4.—*Copper and alloys of common metals with copper (brass, bronze, etc.).*

Article	Unit	Duty
59. Copper scales (*lamina*), copper of first fusion, old copper, brass, etc., G. W	100 kil..	$3.00
60. Copper and alloys of copper: In ingots, G. W	do....	4.00
61. Rolled in bars of all kinds, G. W	do....	4.50
62. Rolled in sheets, G. W	do....	5.00
63. Wire, galvanized or not—		
a. 1 millimeter and more in diam. T. (Disp. III, rule 5)	do....	6.00
b. Less than 1 millimeter in diam. T. (Disp. III, rule 5)	do....	7.50
c. Gilt, silvered, or nickeled, T. (Disp. III, rule 5)	kil..	.50
64. Wire covered with tissues or insulating materials; conducting cables for electricity over public thoroughfares,[1] T. (Disp. III, rule 5)	100 kil..	7.50
65. Wire gauze—		
a. Up to 100 threads per inch,[3] T. (Disp. III, rule 5)	do....	.20
b. Of 100 threads or more per inch, T. (Disp. III, rule 5)	do....	.40
66. Pipes, bearings, plates for fireplaces, and boiler makers' wares partially wrought, G. W	do....	4.50
67. Nails and tacks, except as included in paragraph 301—		
a. Gilt or nickeled, T. (Disp. III, rule 5)	kilog..	.20
b. Other, T. (Disp. III, rule 5)	do....	.12
68. Pins or pens, crochet hooks, or hairpins, N. W. (Disp. III, rule 9)	do....	.60
69. Articles not specially mentioned, varnished or not, T. (Disp. III, rule 5)	do....	.30
70. Articles, gilt or nickeled, not specially mentioned, except when exclusively used for sanitary constructions,[4] T. (Disp. III, rule 5)	kilog..	.50
a. In articles, gilt or nickeled, when exclusively used for sanitary constructions, T. (Disp. III, rule 5)	kilog..	.30

GROUP 5.—*Other metals and their alloys.*

Article	Unit	Duty
71. Mercury, G. W	kilog..	$0.30
72. Nickel, aluminum, and their alloys—		
a. In lumps or ingots, G. W	100 kil..	3.00
b. In bars, sheets, pipes, and wire, G. W	do....	7.00
c. In other articles of all kinds, T. (Disp. III, rule 5)	do....	.50
73. Tin and alloys thereof (Britannia metal)—		
a. In lumps or ingots, G. W	do....	4.00
b. In bars, sheets, pipes, and wire, G. W	do....	7.00
c. Hammered in thin leaves (tin foil) and capsules for bottles, T. (Disp. III, rule 5)	kilog..	.04
d. In other articles of all kinds, T. (Disp. III, rule 5)	do....	.50
74. Zinc, lead, and other metals, not specially mentioned, and their alloys—		
a. In lumps or ingots, G. W	100 kil..	1.00
b. In bars, sheets, pipes, and wire, including shot, G. W	do....	1.50
c. In articles, gilt or nickeled, except when exclusively used for sanitary constructions, T. (Disp. III, rule 5)	kilog..	.30
d. In articles, gilt or nickeled, when exclusively used for sanitary constructions,[4] T. (Disp. III, rule 5)	kilog..	.20
e. Zinc nails and tacks, neither gilt nor nickeled, T. (Disp. III, rule 5)	do....	.07
f. In other articles, including type, T. (Disp. III, rule 5)	do....	.15

GROUP 6.—*Wastes and scoriæ.*

Article	Unit	Duty
75. Filings, shavings, cuttings of iron or steel, and other wastes of cast iron, or from the manufacture of common metals, fit only for resmelting, G. W	100 kil..	$0.15
76. Scoriæ resulting from the smelting of ores, G. W	100 kilog..	.08

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[1] Until further orders from the military governor of Cuba the importation of firearms, including revolvers and rifles, is prohibited. This prohibition does not extend to shotguns and ammunition therefor, together with the usual and necessary material for reloading such ammunition, nor to small caliber rifles (not above No. 22), together with ammunition for the same.

[2] By conducting cables for electricity shall be meant cables composed of one or more wires of copper or any alloy of copper, whatever be their thickness, provided that they be covered with an insulating wrapper, without taking into consideration whether they are inclosed in pipes of iron or lead or strengthened with cordage or iron or steel wire.

[3] This basis represents one-half of the warp and woof threads comprised in a square of 1 inch, i. e., of 23 millimeters.

[4] By "sanitary construction" are meant fixtures and attachments used in modern sanitary house plumbing and for bathrooms.

CLASS III.—SUBSTANCES EMPLOYED IN PHARMACY AND CHEMICAL INDUSTRIES, AND PRODUCTS COMPOSED OF THESE SUBSTANCES.

GROUP 1.—*Simple drugs.*

77. Oleaginous seeds, copra or cocoanuts, G. W	100 kil..	$2.00
78. Resins and gums:		
a. Colophony, pitch (vegetable), and similar products, G. W	do....	.50
b. Spirts of turpentine, T. (Disp. III, rule 5)		2.50
c. Caoutchouc and gutta-percha, raw or melted in lumps, G. W	100 kil..	3.00
79. Extracts of licorice, camphor, aloes, and other similar vegetable juices, G. W	do....	5.25
80. Tan bark, G. W	do....	.25
81. Opium, G. W	kilog..	6.00
82. Other simple vegetable products not specially mentioned, G. W	100 kil..	2.75
83. Animal products employed in medicine, not specially mentioned, G. W	do....	1.80

GROUP 2.—*Colors, dyes, and varnishes.*

84. Natural colors, in powder or in lumps (ochers, etc.), G. W	100 kil..	$0.60
85. Artificial colors of metallic bases:		
a. In powder or lumps, G. W., T. (Disp. III, rule 4)	do....	2.55
b. Prepared in the paste, oil, or water; also lead or colored pencils, G. W.; T. (Disp. III, rule 4)	100 kil..	5.00
86. Other artificial colors, in powder, crystals, lumps, or paste, including lithographic inks, G. W.; T. (Disp. III, rule 4)	kilog..	.25
87. Natural dyes:		
a. Woods, barks, roots, etc., for dyeing, G. W	100 kil..	.20
b. Madder, G. W	do....	4.50
c. Indigo and cochineal, G. W	kilog..	.20
88. Artificial dyes:		
a. Extracts from logwood, archil, and other dyeing extracts, G. W.; T. (Disp. III, rule 4),	100 kil	5.00
b. Writing, drawing, or printing inks, G. W.; T. (Disp. III, rule 4)	100 kil..	3.00
c. Colors derived from coal, G. W.; T. (Disp. III, rule 4)	kilog..	.20
89. Varnishes, G. W.; T. (Disp. III, rule 5)	100 kil..	7.50
90. Blacking, G. W	do....	3.00

GROUP 3.—*Chemical and pharmaceutical products.*

91. Simple bodies:		
a. Sulphur, G. W	100 kil..	$0.15
b. Bromine, boron, iodine, and phosphorus. Phosphorus T. (Disp. III, rule 5); other G. W	kilog..	.18
92. Inorganic acids:		
a. Hydrochloric, boric, nitric, and sulphuric, also aqua regia, G. W	100 kil..	.30
b. Liquid carbonic acid, N. W	do....	5.00
c. Other, G. W	do....	5.00
93. Organic acids:		
a. Oxalic, citric, tartaric, and carbolic, G. W	do....	1.00
b. Oleic, stearic, and palmetic, G. W	do....	1.40
c. Acetic, G. W	do....	6.00
d. Other, G. W	do....	5.00
94. Oxides and oxyhydrates: Of ammoniac, potash, and other caustic and barilla alkalies, G. W	100 kil..	.25
95. Inorganic salts:		
a. Chloride of sodium (common salt) crude, G. W	100 kil..	.20
b. Chloride of sodium (common salt) ground, powdered, manufactured or otherwise, G. W	100 kil..	.50
c. Chloride of potassium; sulphates of soda, iron, or magnesia; carbonate of magnesia; alum, G. W	100 kil..	.45
d. Sulphate of ammoniac; phosphates and superphosphates of lime; nitrate of potash and soda, G. W	100 kil..	.03
e. Other salts of ammoniac, salts of copper, chloride of lime, sulphate of potash, hyposulphite of soda and borax; sal soda; G. W	100 kil..	.75
f. Chlorates of soda and potash, G. W	do....	1.80
96. Organic salts:		
a. Acetates and oxalates, G. W	do....	2.50
b. Citrates and tartrates, T. (Disp. III, rule 5)	do....	3.00
97. Alkaloids and their salts; chlorides of gold and silver, N. W	kilog..	6.75
98. Chemical products not specially mentioned, [1] G. W.; T. (Disp. III, rule 4)	do....	.05
99. Pills, including those of quinine, capsules, medicinal dragees, and the like, T. (Disp. III, rule 5)	kilog..	.25
100. Pharmaceutical products not specially mentioned, [1] T. (Disp. III, rule 5)	do....	.10

GROUP 4.—*Oils, fats, wax, and their derivatives.*

101. Vegetable oils:		
a. Solid (cocoanut, palm, etc.), G. W	100 kil..	3.00
b. Liquid, except olive oil and cotton-seed oil, G. W	do....	3.00
c. Cotton-seed oil, to be used exclusively in the manufacture of soap, provided that the importation be made at the direct demand of the manufacturers of soap, and that the latter submit their works at all times to the inspection of the customs authorities, and that the importer give such bond as may be regarded necessary by the acting collector, G. W	100 kil..	.50

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[1] The products or substances comprised in Nos. 98, 99, and 100 shall be examined by chemical experts, who must sign the declarations simultaneously with the customs employees.

102. Crude oils and animal fats:		
a. Cod-liver oil and other medicinal oils, not refined, G. W	100 kil..	$1.50
b. Glycerin, olein, stearin, and spermaceti, crude, G. W	do....	1.40
c. Other crude oils and fats, including olein and tallow when to be used in the manufacture of soaps, G. W	100 kil..	.50
103. Mineral, vegetable, or animal wax, unwrought, and paraffin in lumps, G. W	do....	2.50
104. Articles of stearin and paraffin, wax of all kinds, wrought, T. (Disp. III, rule 5)	do....	5.00
105. Soap:		
a. Common soap in bars, including castile soap and ordinary scouring compositions, G. W.; T. (Disp. III, rule 4)	100 kil..	3.00
b. Ordinary toilet soaps in cakes or tablets, G. W.; T. (Disp. III, rule 4)	do....	10.50
c. Fine toilet soaps, whether fancy, perfumed or not, and all others, including so-called medicinal or medicated soaps, G. W.; T. (Disp. III, rule 4)	100 kil..	20.00
106. Perfumery and essences:		
a. Of value less than $1.25 per kilog	kilog..	.25
b. Of value more than $1.25 per kilog	do....	.25
And 25 per cent ad valorem.		

GROUP 5.—*Various.*

107. Artificial or chemical fertilizers, G	100 kil..	$0.05
108. Starch and feculæ for industrial uses; dextrin and glucose, G.W.; T. (Disp. III, rule 4)	do....	1.40
109. Glues, albumens, and gelatin, G. W	do....	3.90
110. Carbons prepared for electric lighting, G. W	do....	3.00
111. Gunpowder and explosives:[1]		
a. Gunpowder, explosive compounds, and miners' fuses, G. W.; T. (Disp. III, rule 4)	do....	4.00
b. Gunpowder, sporting, and other explosive not intended for mines, including fireworks of all kinds, N. W	kilog..	.30

CLASS IV.—COTTON AND MANUFACTURES THEREOF.

GROUP 1.—*Cotton in the wool and yarns.*

112. Cotton in the wool and cotton waste,[2] G. W	100 kil..	$1.00
113. Cotton yarn and thread for crocheting, embroidering, and sewing,[3] including the weight of reels, N. W. (Disp. III, rule 9)	kilog..	.33

GROUP 2.—*Tissues.*

NOTE.—When the tissues included in the number of this group contain an admixture, they shall, according to kind, be liable to the following surtaxes (see Disp. I):

1. Cotton tissues containing threads of hemp, jute, linen, ramie, or pita, shall be liable to a surtax of 15 per cent of the duties applicable thereto, provided that the number of these threads of hemp, jute, linen, ramie, or pita, counted in the warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of threads of hemp, jute, linen, ramie, etc., exceeds one-fifth of the total, the tissues shall be subject to the corresponding duties of Class V.

2. Cotton tissues containing threads of wool, flock wool, hair, or wastes of these materials, shall be liable to a surtax of 35 per cent of the duties applicable thereto, provided that the number of threads of wool, flock wool, hair, or their wastes, counted in the warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of threads of wool, flock wool, hair, or their wastes exceeds one-fifth of the total, the tissue, shall be subject to the corresponding duties of Class VI, as tissues mixed with wool.

3. Cotton tissues, containing threads of silk or floss silk, shall be liable to a surtax of 70 per cent of the duties applicable thereto, provided that the number of silk or floss-silk threads, counted in the warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of threads of silk or floss silk exceeds one-fifth of the total, the tissues shall be subject to the corresponding duties of Class VII.

The provisions of this note shall not apply to knitted stuffs, tulles, lace, blonds, and tulles for borders (see Disp. I, rule 6), to ribbons (Disp, I, rule 7), or to trimming (Disp. I, rule 7).

NOTE II.—Articles included in this group which are within the under-mentioned conditions shall be liable to the following surtaxes [see Disp. I]:

(*a*) Tissues, brochés, or woven-like brocades with silk or floss silk, shall be liable to the duties leviable thereon plus a surtax of 35 per cent.

(*b*) Tissues embroidered by hand or by machine after weaving, or with applications of trimmings, shall be liable to the duties leviable thereon plus a surtax of 30 per cent.

Should the embroidery contain threads, purl, or spangles of common metals or of silver, the surtax shall amount to 60 per cent of the duties applicable to the tissue.

When the threads, purl, or spangles are of gold, the surtax shall be 100 per cent.

(*c*) Tissues and trimmings containing threads or purl of common metals or silver shall be liable to a surtax of 50 per cent of the duties leviable thereon.

When the threads or purl are of gold, the surtax shall amount to 100 per cent.

(*d*) Tissues entirely or partially made up into sacks shall be liable to the duties applicable thereto plus a surtax of 15 per cent.

Shawls called "mantones" and "panolones," traveling rugs, counterpanes, sheets, towels, tablecloths and napkins, mantles, veils, shawls, hemmed fichus, and handkerchiefs shall, for the making up, be liable to a surtax of 30 per cent of the duties leviable thereon.

Other made-up articles, wearing apparel, and clothing of all kinds except corsets, finished, half finished, or simply basted, shall, for their total weight, be liable to the duties leviable on the principal component tissue on their most visible exterior part plus a surtax of 100 per cent.

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[1] All gunpowder intended for any kind of firearms, capable of passing through a metallic riddle with round holes of 2½ millimeters in diameter, shall be considered as sporting. The importation of dynamite, gunpowder, and similar explosives is prohibited, unless the importer produces a special authorization for landing same issued to him by the military governor of Cuba.

[2] Cotton yarn and threads of less than 20 centimeters in length shall be considered as waste of spun cotton.

[3] Yarns and threads combined in any proportion with threads of common metal shall follow the régime of No. 148, Class VII.

Articles of hosiery specially mentioned shall not be liable to the payment of the surtax for making up.

114.	Tissues, plain and without figures, napped or not, weighing 10 kilograms or more per 100 square meters, unbleached, bleached, or dyed, having—		
	a. Up to 9 threads, N. W	kilog..	$0.13
	b. From 10 to 15 threads, N. W	do....	.17
	c. From 16 to 19 threads, N. W	do....	.23
	d. 20 threads or more, N. W	do....	.35
114*e*.	The same tissues, printed or manufactured with dyed yarns: Dutiable as the tissue, with a surtax of 30 per cent, N. W.		
115.	Tissues, plain and without figures, napped or not, weighing less than 10 kilograms per 100 square meters, unbleached, bleached, or dyed, having—		
	a. Up to 6 threads, N. W	kilog..	.15
	b. From 7 to 11 threads, N. W	do....	.20
	c. From 12 to 15 threads, N. W	do....	.27
	d. From 16 to 19 threads, N. W	do....	.37
	e. 20 threads or more, N. W	do....	.50
115*f*.	The same tissue, printed or manufactured with dyed yarns: Dutiable as the tissue, with a surtax of 40 per cent, N. W.		
116.	Tissues, twilled or figured on the loom, napped or not, weighing 10 kilograms or more per 100 square meters, unbleached, bleached, or dyed, having—		
	a. Up to 6 threads, N. W	kilog..	.15
	b. From 7 to 11 threads, N. W	do....	.18
	c. From 12 to 15 threads, N. W	do....	.20
	d. From 16 to 19 threads, N. W	do....	.32
	e. 20 threads or more, N. W	do....	.42
116*f*.	The same tissues, printed or manufactured with dyed yarn: Dutiable as the tissue, with a surtax of 30 per cent, N. W.		
117.	Tissues, twilled or figured on the loom, napped or not, weighing less than 10 kilograms, per 100 square meters, unbleached, bleached, or dyed, having—		
	a. Up to 6 threads, N. W	kilog..	.18
	b. From 7 to 11 threads, N. W	do....	.23
	c. From 12 to 15 threads, N. W	do....	.32
	d. From 16 to 19 threads, N. W	do....	.43
	e. 20 threads or more, N. W	do....	.55
117*f*.	The same tissues, printed or manufactured with dyed yarns: Dutiable as the tissues, with surtax of 40 per cent, N. W.		
118.	Tissues for counterpanes, N. W	kilog..	.24
119.	Piques of all kinds, N. W	do....	.45
120.	Carded tissues:		
	a. Unbleached, half bleached, or dyed in the piece, N. W	do....	.08
	b. Bleached, printed, or manufactured with dyed yarns, N. W	do....	.20
121.	Velvety tissues, such as corduroys and velveteens; three-ply plush tissues, cut or not, N. W	kilog..	.47
122.	Knitted goods, even with needlework [1]	do....	.30
	a. Undershirts and drawers of simple finish or rough sewing, N. W	do....	.70
	b. Undershirts and drawers of double sewing or fine finish, N. W	do....	.80
	c. Stockings, socks, gloves, and other small articles of simple finish or rough sewing, N. W	kilog..	.70
	d. Stockings, socks, gloves, and other small articles of double sewing or fine finish, N. W	kilog..	.90
123.	Tulles: [2]		
	a. Plain, N. W	do....	.70
	b. Figured or embroidered on the loom, N. W	do....	.92
124.	Lace, blonds, and tulle for borders, of all kinds, [3] N. W	do....	1.46
125.	Carpets of cotton, N. W	do....	.15
126.	Tissues called tapestry, for upholstering furniture and for curtains manufactured with dyed yarns; table covers and counterpanes of the same kind, N. W	kilog..	.32
127.	Wicks for lamps and candles, N. W	do....	.15
128.	Trimmings of cotton; ribbons and galloons, [3] [4] N. W	do....	.52

CLASS V.—HEMP, FLAX, PITA, JUTE, AND OTHER VEGETABLE FIBERS, AND THEIR MANUFACTURES.

GROUP 1.—*Raw and spun.*

129.	Twisted yarns of two or more ends (including the weight of the reels), [5] also the fibers of abaca, heniquen, pita, jute, and other vegetable fibers, prepared or manufactured in any way, N. W. (Disp. III, rule 9)	kilog..	$0.10
130.	Bags for sugar	100 kil..	2.00
131.	Rope and cordage:		
	a. Twine or rope yarn and cord of hemp, not exceeding 3 millimeters in thickness, G. W., 100 kilometers		6.00
	b. Cordage and rope-makers' wares of hemp exceeding 3 millimeters in thickness, N. W., 100 kilometers		6.00
	c. Cordage and rope-makers' wares of abaca, heniquen, pita, jute, or other fibers, N. W., 100 kilometers		6.00

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[1] Knitted goods, mixed with other vegetable fibers, wool, silk, or floss silk, shall respectively be dutiable according to the corresponding numbers of Classes V, VI, and VII. (See Disp. I, rule 6.)

[2] When these articles are mixed in any proportion with linen or silk, they shall respectively be included in the corresponding numbers of Classes V and VII. (See Disp. I, rule 6.)

[3] See Disp. I, rules 9 and 13.

[4] Ribbons and galloons containing in any proportion threads or other vegetable fibers, wool or silk, shall respectively be subject to the corresponding numbers of Classes V, VI, and VII. (See Disp. I, rule 7.)

[5] Yarns and threads combined in any proportion with threads of common metal shall follow the régime of No. 148, Class VII.

GROUP 2.—*Tissues.*

NOTE 1.—When the tissues included in the numbers of this group contain an admixture they shall, according to kind, be liable to the following surtaxes (see Disp. I):

1. Tissues of hemp, jute, linen, ramie, or pita containing threads of wool, flock wool, hair, or their wastes, shall be liable to a surtax of 40 per cent of the duties applicable thereto, provided that the number of these threads of wool, flock wool, hair, or their wastes, counted in the warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of threads of wool, flock wool, hair, or their wastes exceeds one-fifth of the total, the tissues shall be subject to the corresponding duties of group 2, Class VI, as tissues mixed with wool.

2. Tissues of hemp, jute, linen, ramie, or pita containing threads of silk or floss silk shall be liable to a surtax of 60 per cent of the duties applicable thereto, provided that the number of these threads of silk or floss silk, counted in the warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of silk or floss silk threads exceeds one-fifth of the total, the tissues shall be subject to the corresponding duties of Class VII.

3. Tissues of cotton containing an admixture of hemp, linen, ramie, jute, or other vegetable fibers and at same time threads of silk or floss silk, shall be dutiable according to the corresponding numbers of this group (see Disp. I, rule 4, letter *b*), with a surtax of 60 per cent, provided that the number of silk or floss silk threads, counted in the warp and weft, does not exceed one-fifth of the total number of threads composing the tissue.

When the number of threads of silk or floss silk exceeds one-fifth of the total, the tissues shall be subject to the corresponding duties of Class VII.

The provisions of this note shall not apply to knitted stuffs, tulles, lace, blond, and tulles for borders (see Disp. I, rule 6), to ribbons (Disp. I, rule 7), or to trimmings (Disp. I, rule 8).

NOTE 2.—Articles included in this group which are within the under-mentioned conditions shall be liable to the following surtaxes (Disp. I):

(*a*) Tissues, brochés, or woven-like brocades, with silk or floss silk, shall be liable to the duties leviable thereon plus a surtax of 30 per cent.

(*b*) Tissues embroidered by hand or by machine after weaving or with application of trimmings shall be liable to the duties leviable thereon plus a surtax of 30 per cent.

Should the embroidery contain threads, purl, or spangles of common metals or of silver, the surtax shall amount to 60 per cent of the duties applicable to the tissue.

When the threads, purl, or spangles are of gold, the surtax shall be 100 per cent.

(*c*) Tissues and trimmings containing threads or purl of common metals or silver shall be liable to a surtax of 50 per cent of the duties leviable thereon.

When the threads or purl are of gold, the surtax shall amount to 100 per cent.

(*d*) Tissues entirely or partially made up into sacks shall be liable to the duties applicable thereto plus a surtax of 15 per cent.

Sheets, towels, tablecloths and napkins, mantles, veils, shawls, hemmed fichus and handkerchiefs shall, for the making up, be liable to a surtax of 30 per cent of the duties leviable thereon.

Other made-up articles, wearing apparel and clothing of all kinds, finished, half finished, or simply basted shall, for their total weight, be liable to the duties leviable on the principal component tissue on their most visible exterior part plus a surtax of 100 per cent.

Articles of hosiery specially mentioned shall not be liable to the payment of the surtax for making up.

132.	Tissues of hemp, linen, ramie, jute, or other vegetable fibers, not specially mentioned, plain, twilled, or damasked, weighing 35 kilograms or more per 100 square meters, unbleached or dyed in the piece, having:		
	a. Up to 5 threads, N. W	100 kil..	$3.00
	b. From 6 to 8 threads, N. W	kilog..	.075
	c. 9 threads or more, N. W	do....	.12
	d. The same tissues, bleached, half bleached, or printed: Dutiable as the tissue, with a surtax of 15 per cent, N. W.		
	e. The same tissues, manufactured with dyed yarns: Dutiable as the tissue, with a surtax of 25 per cent, N. W.		
133.	Tissues, plain, twilled, or damasked, weighing from 20 to 35 kilograms per 100 square meters, unbleached or dyed in the piece, having:		
	a. Up to 5 threads, N. W	kilog..	.09
	b. From 6 to 8 threads, N. W	do....	.12
	c. From 9 to 12 threads, N. W	do....	.18
	d. From 13 to 16 threads, N. W	do....	.24
	e. 17 threads or more, N. W	do....	.30
	f. The same tissues, bleached, half bleached, or printed: Dutiable as the tissue, with a surtax of 25 per cent, N. W.		
	g. The same tissues, manufactured with dyed yarns: Dutiable as the tissue, with a surtax of 40 per cent, N. W.		
134.	Tissues, plain, twilled, or damasked, weighing from 10 to 20 kilograms per 100 square meters, unbleached or dyed in the piece, having:		
	a. Up to 8 threads, N. W	kilog..	.12
	b. From 9 to 12 threads, N. W	do....	.18
	c. From 13 to 16 threads, N. W	do....	.27
	d. From 17 to 20 threads, N. W	do....	.375
	e. 21 threads or more, N. W	do....	.525
	f. The same tissues, bleached, half bleached, or printed: Dutiable as the tissue, with a surtax of 30 per cent, N. W.		
	g. The same tissues, manufactured with dyed yarns: Dutiable as the tissue, with a surtax of 50 per cent, N. W.		
135.	Tissues, plain, twilled, or damasked, weighing less than 10 kilograms per 100 square meters, unbleached or dyed in the piece, having:		
	a. Up to 8 threads, N. W	kilog..	.15
	b. From 9 to 12 threads, N. W	do....	.21
	c. From 13 to 16 threads, N. W	do....	.30
	d. From 17 to 20 threads, N. W	do....	.525
	e. 21 threads or more, N. W	do....	.90
	f. The same tissues, bleached, half bleached, or printed: Dutiable as the tissue, with surtax of 30 per cent, N. W.		
	g. The same tissues, manufactured with dyed yarns: Dutiable as the tissue, with a surtax of 50 per cent, N. W.		
136.	Velvets and plushes of linen, jute, etc., N. W	kilog..	.30

137.	Knitted goods of linen or hemp, mixed or not with cotton or other vegetable fibers, even with needlework:[1]		
	a. In the piece, jerseys, or drawers, N. W	kilog..	$1.20
	b. Stockings, socks, gloves, and other small articles, N. W	do....	1.50
138.	Tulles:[2]		
	a. Plain, N. W	do....	.90
	b. Figured or embroidered on the loom, N. W	do....	1.125
139.	Lace, blond, and tulles for borders,[2] N. W	do....	8.00
140.	Carpets of jute, hemp, or other vegetable fibers without admixture of wool, N. W	do....	.075
141.	Tissues called tapestry for upholstering furniture and for curtains, mixed or not with cotton, figured or damasked, provided they be manufactured with yarns dyed prior to being woven; table covers and counterpanes of the same kind, N. W	kilog..	.42
142.	Trimmings of hemp, jute, linen, ramie, etc.; ribbons and galloons,[3][4] N. W	do....	.60

CLASS VI.—WOOL, BRISTLES, HAIR, HORSEHAIR, AND THEIR MANUFACTURES.

GROUP I.—*Raw and spun.*

143.	Bristles, hair, and horsehair:		
	a. Bristles	per cent ad valorem..	10
	b. Bristle brushes, in which the bristles give the value	do....	85
	c. Hair and horsehair	do....	40
144.	Wool, raw	do....	20
145.	Woolen yarn, unbleached, bleached or dyed, single or twisted	do....	45

GROUP 2.—*Tissues and fulled stuffs.*

146.	Swanskin of pure or mixed wool	per cent ad valorem..	40
147.	Manufactures of wool, including knitted stuffs with or without an admixture of cotton or other vegetable fibers, even with needlework, and tissues of bristles or horsehair, with or without an admixture of cotton or other vegetable fibers	per cent ad valorem..	40

CLASS VII.—SILK AND MANUFACTURES OF SILK.

GROUP 1.—*Yarns.*

148.	Silk and floss silk, spun or twisted, in skeins[5]	per cent ad valorem..	45
149.	Silk on reels, including weight of the reels (Disp. III, rule 9)	do....	45

GROUP 2.—*Tissues.*

NOTE I.—The tissues comprised in this group shall be considered as pure silk tissues when the number of silk or floss-silk threads, counted in the warp and weft, exceeds one-half of the total number of threads composing the tissue. (Disp. I, rule 5.)

This rule shall not apply to knitted stuffs, tulles, lace, blondes, and tulles for borders, or to ribbons or galloons not exceeding 15 centimeters in width. Such goods shall be considered as mixed silk tissues and dutiable according to the corresponding numbers of the tariff when containing threads of cotton or other vegetable fibers, wool, or flock wool, whatever be the proportion of such threads in the mixture. (Disp. I, rules 6 and 7.)

150.	Tissues of silk, pure or mixed	per cent ad valorem..	45

CLASS VIII.—PAPER AND ITS APPLICATIONS

GROUP 1.

151.	Paper pulp,[6] G. W	100 kil..	$0.15

GROUP 2.—*Printing and writing paper.*

152.	Paper, continuous or in sheets, white or colored, unprinted, for printing purposes, T. (Disp. III, rule 5)	100 kil..	$4.00
153.	Common paper, continuous or in sheets, white or colored, used for wrapping packages, bundles, etc., not including manila, T. (Disp. III, rule 5)	100 kil..	2.50

NOTE.—Paper, except manila, manufactured into bags of any kind shall be dutiable, when without printing, with a surtax of 30 per cent. If printed, whether in sheets or bags, it shall be dutiable with a surtax of 50 per cent.

154.	Paper in sheets, ruled or not, unprinted, white or colored, used for writing purposes, including blank books of the same, T. (Disp. III, rule 5)	100 kil..	8.00

NOTE 1.—Envelopes of all kinds shall pay duty under this paragraph with a surtax of 30 per cent.

NOTE 2.—Blank books with printed headings, shall be classified under paragraph 156.

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[1] Knitted goods containing an admixture of wool, silk, or floss silk shall respectively be dutiable according to the corresponding numbers of Classes VI and VII. (See Disp. I, rule 6.)

[2] When such goods are mixed with silk they shall be subject to the corresponding number of Class VII. (See Disp. I, rule 6.)

[3] See Disp. I, rules 8 and 12.

[4] Ribbons and galloons containing in any proportion threads of wools or silk shall respectively be liable to the corresponding numbers of Class VII. (See Disp. I, rule 7.)

[5] Yarns and threads of all kinds of vegetable fibers combined in any proportion with threads of common metal shall be dutiable according to this number. Those combined with gold or silver shall be subject to the corresponding numbers of group 1, Class II.

[6] This number only includes paper pulp perforated in such manner as to be fit only for the manufacture of paper or pasteboard. Pulp not perforated is dutiable as common pasteboard.

GROUP 3.—*Paper, printed, engraved, or photographed.*

155.	Books, bound or unbound, and similar printed matter,[1] G. W	100 kil.	$1.25
156.	Headed paper, forms for invoices, labels, cards, and the like, T. (Disp. III, rule 5)	kilog.	.10
157.	Prints, maps, charts, etc., drawings, photographs, engravings, and pictures, lithographs, chromolithographs, oleographs, etc., printed from stone, zinc, aluminum, or other material, used as labels, flaps, bands, and wrappers for tobacco or other purposes:		
	a. Of one to three printings, inclusive, including articles printed solely in bronze (bronze printing to be counted as three printings), but not including any article printed in whole or in part in metal leaf, T. (Disp. III, rule 5)	kilog.	.05
	b. Of four to seven printings, inclusive (bronze printing to be counted as three printings), but not including any article printed in whole or in part in metal leaf, T. (Disp. III, rule 5)	kilog.	.20
	c. Of eight to thirteen printings, inclusive (bronze printing to be counted as three printings), but not including any article printed in whole or in part in metal leaf, T. (Disp. III, rule 5)	kilog.	.40
	d. Of more than thirteen printings (bronze printing to be counted as three printings), including all articles printed in whole or in part in metal leaf, T. (Disp. III, rule 5)	kilog.	.80

NOTE.—Importers shall, at the demand of the customs authorities, be required to furnish a lithographer's certificate showing the number of printings, which certificates shall be only advisory in the assessment of duty.

GROUP 4.—*Wall paper.*

158.	Wall paper, printed:		
	a. On natural ground, T. (Disp. III, rule 5)	100 kil.	$4.00
	b. On dull or glazed ground, T. (Disp. III, rule 5)	do.	6.00
	c. With gold, silver, wool, or glass, T. (Disp. III, rule 5)	kilog.	.27

GROUP 5.—*Pasteboard and various papers.*

159.	Common packing paper, straw, sand, or glass paper, T. (Disp. III, rule 5)	100 kil.	$1.75
160.	Blotting paper, T. (Disp. III, rule 5)	do.	2.30
161.	Other paper not specially mentioned, including manila paper and press copy books, T. (Disp. III, rule 5)	100 kil.	4.60

NOTE.—Manila paper manufactured into bags of any kind and cigarette paper in books or rolls (bobinas) shall be dutiable with a surtax of 30 per cent.

162.	Pasteboard in sheets:		
	a. Cardboard paper and fine, glazed, or pressed cardboard, T. (Disp. III, rule 5)	100 kil.	3.50
	b. Other pasteboard, T. (Disp. III, rule 5)	do.	1.00
163.	Manufactures of pasteboard:		
	a. Boxes of common pasteboard lined with ordinary paper, T. (Disp. III, rule 5)	do.	2.00
	b. Boxes of fine pressed or glazed cardboard or with ornaments or lined with fine paper, and articles not specially mentioned, T. (Disp. III, rule 5)	kilog.	.20
164.	Paste and carton pierre:		
	a. Unwrought, T. (Disp. III, rule 5)	100 kil.	1.00
	b. Wrought, finished or not, including moldings, T. (Disp. III, rule 5)	kilog.	15.00

CLASS IX.—WOOD AND OTHER VEGETABLE MATERIALS EMPLOYED IN INDUSTRY, AND ARTICLES MANUFACTURED THEREWITH.

GROUP 2.—*Wood.*

165.	Staves	thousand.	$0.80
166.	Ordinary wood:		
	a. In boards, deals, rafters, beams, round wood, and timber for shipbuilding, G. W., cubic meter		.40
	b. Planed or dovetailed, for boxes and flooring; broomsticks and cases wherein imported goods were packed, G. W	100 kil.	.16
167.	Fine wood for cabinetmakers:		
	a. In boards, deals, trunks, or logs, G. W	do.	1.20
	b. Sawn in veneers, T. (Disp. III, rule 5)	do.	1.75
168.	Coopers' wares:		
	a. Fitted together, G. W	do.	.65
	b. In shooks, also hoops and headings, G. W	do.	.36
169.	Wood, cut, for making hogsheads or casks for sugar or molasses, G. W	do.	.06
170.	Latticework and fencing, G. W	do.	.60

GROUP 2.—*Furniture and manufactures of wood.*

171.	Common wood manufactured into furniture and other wares, and articles of all kinds, turned or not, painted or not, varnished or not, but neither chiseled, inlaid, nor carved, T. (Disp. III, rule 5)	100 kil.	$4.75
172.	Fine wood manufactured into furniture or other wares, turned or not, polished or not, varnished or not, and furniture and common wooden wares veneered with fine wood; furniture upholstered with tissue (other than with silk or stuff containing an admixture thereof, or with leather), provided that the articles specified in this number be neither chiseled, carved, inlaid, nor ornamented with metal, T. (Disp. III, rule 5)	100 kil.	15.00
173.	Furniture of bent wood, T. (Disp. III, rule 5)	do.	12.00
174.	Barbers' and dentists' chairs, billiard tables and appurtenances thereto, and bar fixtures, per cent ad valorem		25
175.	Battens:		
	a. Molded, varnished, or prepared for gilding, T. (Disp. III, rule 5)	100 kil.	5.00
	b. Gilt or carved, T. (Disp. III, rule 5)	kilog.	.15

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[1] Bookbindings shall be dutiable according to the component material. When the books are stitched or bound in boards they shall be dutiable as printed matter.

176.	Wood of any kind manufactured into furniture or other wares, gilt, chiseled, carved, inlaid, or veneered with mother-of-pearl or other fine materials, or ornamented with metal, and furniture upholstered with stuffs of pure or mixed silk, or leather, per cent ad valorem		40

GROUP 3.—*Various.*

177.	Charcoal, firewood, and other vegetable fuel, G. W	1,000 kil..	$1.50
178.	Cork:		
	a. In the rough or in boards, G. W	100 kil..	1.40
	b. Manufactured, T. (Disp. III, rule 5)	do....	4.50
179.	Rushes, vegetable hair, cane, osiers, fine straw, palm, and genista, raw, raw esparto, and baskets and other common wares of esparto, G. W	100 kil..	1.85
180.	Esparto manufactured into fine articles; rushes, vegetable hair, cane, osiers, fine straw, palm, and genista, manufactured into articles of all kinds, not specially mentioned, including wicker furniture, T. (Disp. III, rule 5)	100 kil..	13.00

CLASS X.—ANIMALS AND ANIMAL WASTES EMPLOYED IN INDUSTRY.

GROUP 1.—*Animals.*

181.	Horses and mares:		
	a. Above the standard height	each..	$18.00
	b. Other	do....	5.00
182.	Mules	do....	5.00
183.	Asses	do....	5.00
184.	Bovine animals:		
	a. Oxen	do....	2.00
	b. Cows	do....	2.00
	c. Bullocks	do....	2.00
	d. Calves and heifers	do....	1.00
185.	Pigs	do....	1.00
186.	Sheep and goats	do....	1.00
187.	Animals not specially mentioned	do....	1.00
188.	Singing birds, parrots, etc	do....	.50

GROUP 2.—*Hides, skins, and leather wares.*

189.	Pelts in their natural state or dressed	per cent ad valorem..	10
190.	Hides or skins, raw or uncured, dry, salted, or pickled	do....	10
191.	Hides tanned with the hair	do....	15
192.	Hides tanned, dressed, and finished, without the hair, including rough leather, sole leather, sole leather cut soles for mending, belting leather, upper leather, harness and saddlery leather	per cent ad valorem..	15
193.	Skins tanned, dressed, and finished, including calf, kangaroo, sheep, lamb, goat, and kid skins	per cent ad valorem..	15
194.	Hides and skins, varnished, japanned, or enameled, and skins with figures, engravings, or embossed	per cent ad valorem..	20
195.	Leather cut into shoe uppers or vamps or other forms suitable for conversion into manufactured articles, and also manufactures of leather, finished or unfinished, not otherwise provided for	per cent ad valorem..	25
196.	Gloves of skin, T. (Disp. III, rule 5)	kilog..	$3.50
	a. Common base ball and boxing gloves	kil..	1.00
197.	Boots, shoes, and slippers:		
	a. Men's, size 5 and up (American standard)	per pair..	.15
	And 10 per cent ad valorem.		
	b. Boys', youths', women's, misses', and children's	per pair..	.10
	And 10 per cent ad valorem.		

NOTE.—Boots and shoes, size 9½ (children's) and under (American standard) per pair 5 cents, and 10 per cent ad valorem.

198.	Other boots, shoes, and slippers, fancy or ornamented, per pair		.15
	and 10 per cent ad valorem.		
199.	Riding boots	pair..	2.00
200.	Sandals made without leather	dozen..	.40
201.	Saddlery and harness:		
	a. Draft harness, other than for carriages, T. (Disp. III, rule 5)	kilog..	.05
	b. Carriage harness, T. (Disp. III, rule 5)	do....	.10
	c. Other saddlery and harness makers' wares, valises, hat boxes, and traveling bags of cardboard or leather, T. (Disp. III, rule 5)	kilog..	.20
202.	Other manufactures of leather, or covered with leather[1]	per cent ad valorem..	25

GROUP 3.—*Various.*

203.	Feathers for ornament, in their natural state or manufactured, N. W	kilog..	$2.00
204.	Other feathers and feather dusters, T. (Disp. III, rule 5)	do....	.40
205.	Intestines, dried, N. W	do....	2.00
206.	Animal wastes, unmanufactured, not specially mentioned, G. W	100 kil..	.50

CLASS XI.—INSTRUMENTS, MACHINERY, AND APPARATUS EMPLOYED IN AGRICULTURE, INDUSTRY, AND LOCOMOTION.

GROUP 1.—*Instruments.*

207.	Pianos:[2]		
	a. Grand	per cent ad valorem..	40
	b. Other	do....	40
208.	Harmonium organs	do....	40

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[1] Leather belting, when not imported as a part of machinery, shall be dutiable under this paragraph.

[2] Strung frames for pianos shall be liable to the corresponding duty leviable on pianos, though they be not imported with all the pieces constituting that instrument.

209.	Harps, violins, violoncellos; guitars and mandolins with incrustations; flutes and fifes of the ring system; metal instruments of 6 pistons or more; detached parts for wind instruments of wood or copper	per cent ad valorem..	40
210.	Musical instruments, other	do....	40
211.	Watches and chronometers:		
	a. Of gold	do....	25
	b. Of silver or other metals	do....	25
	c. Watch cases and works for watches	do....	25
212.	Clocks with weights, and alarm clocks and detached parts	do....	25
213.	Works for wall or table clocks, finished or unfinished, with or without cases, per cent ad valorem		25

GROUP 2.—*Apparatus and machines.*

214.	All weighing machines, including scales and detached parts thereof	per cent ad valorem..	20
215.	Machinery and apparatus for making sugar and brandy[1]	do....	10
216.	Agricultural machinery and apparatus[2] [3]	do....	10
217.	Steam motors, stationary[2]	do....	20
218.	Marine engines; steam pumps; hydraulic, petroleum, gas, and hot or compressed-air motors	per cent ad valorem..	20
219.	Boilers:		
	a. Of sheet iron	do....	20
	b. Tubular	do....	20
220.	Locomotives and traction engines	do....	20
221.	Turntables, hydraulic cranes and columns	do....	20
222.	Machines of copper and its alloys; detached parts of the same metals[4]	do....	20
223.	Dynamo-electric machines; inductors and detached parts	do....	20
224.	Sewing machines and detached parts thereof	do....	20
225.	Velocipedes, bicycles, and detached parts and accessories thereto, including bicycle lamps	per cent ad valorem..	20
226.	Machines and apparatus, other, or of materials not specially mentioned; also detached parts of all kinds other than of copper or its alloys[5]	per cent ad valorem..	20

GROUP 3.—*Carriages.*

NOTE.—Lamps, rubber tires, and other accessories or detached parts not specifically provided for are included under the following paragraphs:

227.	Coaches and berlins, new, used or repaired	per cent ad valorem..	25
228.	Railway carriages of all kinds for passengers	do....	25
229.	Vans, trucks, and cars of all kinds; miners' trolleys	do....	25
230.	Tramway carriages of all kinds	do....	25
231.	Wagons, carts, and hand carts	do....	25

GROUP 4.—*Vessels.*

NOTE I.—The duties on ships include likewise those levied on anchors, kedges, cables and chains, barometers, chronometers, binnacles, compasses (loose and fixed), speaking trumpets, telescopes, casks, cordage, sails and masts, necessary for the maneuvers and safety of vessels, with due regard to their class. All other articles shall be liable to the duties leviable thereon.

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[1] This number includes:

1. The following articles, whoever be the importer:

Complete machines of all kinds for crushing sugar cane; steam crushers; complete apparatus for diffusion; purifying apparatus; clarifying apparatus; reservoirs for sirup or molasses; filters and filtering apparatus; apparatus called "trenes jamaiquinos," complete; furnaces for making animal black; steam desiccators; centrifugal machines; vessels called "bombonas," "cachimbas" (kind of kettle to transfer cane sirup from one vessel into another), skimmers, distributers, and sugar molds; copper apparatus or vessels ("tachos") acting in vacuum, also their machines, pipes, and cocks, of copper or iron; polarimeters.

2. The following articles, when imported directly by planters, on proof of the installation thereof in their establishments:

Steam plows; stills; donkey engines, with or without pumps; weighing machines (platforms) for weighing sugar cane; gasometers for lighting the works; material for narrow-gauge plantation railways, and spare parts for trucks; carts for the conveyance of cane and the output of the works.

[2] For the application of duty it should be observed:

a. That the machine must be complete. Complete machines include tubes (flues, belting, etc.), which form an integral part of such machines, but no spare parts.

b. That spare parts are dutiable according to No. 222 when of copper, and to No. 226 in all other cases.

c. That to be considered as complete, machines must be imported in one sale shipment. Machines imported in two or more shipments shall be liable to the duties stipulated in Nos. 222 and 226, except in the case when a previous and special authorization has been granted by the collector at the chief port.

[3] The machines and apparatus mentioned in this number are those employed by farmers and agriculturists for preparing the ground and gathering the crops; also those employed in order to clean the crops and improve them without essentially changing their nature.

[4] Machines and separate pieces of the same, of copper and its alloys, with part of other materials, shall also be taxed under this heading, provided the above metals predominate in weight.

[5] It will be necessary to prove to what manufacture or to what industry spare woolen hose and filters are destined in order to be assessed according to this number.

For the definition of part of machinery the following rules must be observed:

1. A separate piece of a machine is understood to be any object which is not expressly specified by name under some heading of the tariff, and which by its shape and by the manner in which it is presented for clearance in the custom-house, though not completely finished, may be considered as exclusively destined to a machine, and can have no other application. If it be imported completely finished, it must pay under one of the headings of the tariff referring to machinery.

2. Tubes, bars, axles, screws, bolts, sheets, plates, boiler bottoms, wire, and other articles expressly taxed in the tariff must pay duty accordingly, though they be destined to machinery.

3. Tools, instruments, and utensils employed in the arts, agriculture, and industry can not be considered as parts of machinery for the application of duty, and must pay according to the materials of which composed.

NOTE II.—Duties on steam vessels shall be levied on the total number of tons which may result from the official measurement, and no separate duty shall be levied on machinery which shall be considered an integral part of the vessel.

The certificate of tonnage shall temporarily serve as a basis for levying duty on vessels entering from abroad. The interested parties must present to the customs authorities a certificate of measurement approved by the inspector; but it is understood that the customs authorities will not consider the clearance and payment of the duties as finally settled until this formality has been complied with and noted.

National ships lengthened in foreign dockyards must, on their return, pay duty on the additional tonnage.

Vessels refitted with engines abroad shall pay a duty of $6 per horsepower when it is impossible to ascertain the weight of the new machinery.

Boilers and accessories thereof, funnels, tubes, etc., changed abroad shall be liable to a duty of $3 per each square meter of heating surface.

Vessels undergoing other repairs in foreign ports shall, on their return, pay duty on the material employed for the purpose.

232.	Sailing vessels of all kinds	per gross ton..	$1.50
233.	Steam vessels with wooden hulls	do....	2.00
234.	Steam vessels with hull of iron, or other metals, or mixed construction	do....	2.50
235.	Salvage from wrecked vessels[1]	per cent ad valorem..	8

CLASS XII.—ALIMENTARY SUBSTANCES.

GROUP 1.—*Meat and fish, butter and greases.*

236.	Poultry and small game, T. (Disp. III, rule 5)	kilog..	$0.08
237.	Meat in brine, T. (Disp. III, rule 5):		
	a. Beef, brine, or salt	100 kil..	2.80
	b. Pork, brine or salt	do....	2.80
238.	Lard, T. (Disp. III, rule 5)	do....	2.80
239.	Tallow, except when imported for the manufacture of soap, T. (Disp. III, rule 5)	do....	2.00
240.	Bacon, T. (Disp. III, rule 5)	do..	4.00
241.	Hams or shoulders, T. (Disp. III, rule 5)	do....	5.50
242.	Jerked beef ("tasajo"), G. W	do....	3.95
243.	Meat of all other kinds:		
	a. Beef, canned, T. (Disp. III, rule 5)	do....	5.00
	b. Beef, fresh. N. W	do....	4.50
	c. Mutton, fresh, N. W	do....	4.50
	d. Pork, fresh, N. W	do....	4.00
244.	Butter and oleomargarine, T. (Disp. III, rule 5)	do....	7.00
245.	Cheese, T. (Disp. III, rule 5)	do....	5.00
246.	Condensed milk	per cent ad valorem..	10
247.	Salt cod and stock fish, hake and haddock, T. (Disp. III, rule 5)	100 kil..	1.00
248.	Herring, pickled, smoked, salted, or marinated, and skate, salted, T. (Disp. III, rule 5)	100 kil..	1.00
249.	Mackerel, pickled, smoked. salted, or marinated, T. (Disp. III, rule 5)	do....	2.00
250.	Salmon, smoked, salted, or marinated, T. (Disp. III, rule 5)	100 kil..	5.00
251.	Oysters of all kinds, and shellfish, dried or fresh, G. W	do....	1.00
252.	Eggs, T. (Disp. III, rule 5)	do....	5.00

GROUP 2.—*Cereals.*

253.	Rice, husked or not, G. W	100 kil..	$1.00
254.	Wheat, G. W	do....	.60
255.	Cereal:		
	a. Corn, G. W	do....	.30
	b. Rye, G. W	do....	.40
	c. Barley, G. W	do....	.50
	d. Oats, G. W	do....	.40
256	Flour:		
	a. Of wheat, G. W[2]	do....	1.00
	b. Of rice, G. W	do....	2.00
	c. Of corn, G. W	do....	.50
	d. Of oats, G. W	do....	1.20

GROUP 3.—*Pulse, garden produce, and fruits.*

257.	Beans, G. W	100 kil..	$1.10
258.	Pease, G. W	do....	1.10
259.	Onions, G. W	do....	.70
260.	Potatoes, and other fresh vegetables not specially mentioned, G. W	do....	.50
261.	Flour of pulse, G. W	do....	2.50
262.	Fruits, fresh, G. W	do....	.60
263.	Almonds of all kinds, G. W	per cent ad valorem..	25
264.	Fruits, dried or drained, G. W	100 kil..	1.50
265.	Chestnuts, dried or fresh, G. W	do....	1.50

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[1] The tackle, apparel, furniture, etc., of a vessel wrecked at sea, and the cargo of a vessel wrecked on the coast of Cuba and abandoned for two years, are exempt from duty. Underwriters may be recognized as owners for the purposes of entry.

[2] To ascertain whether products presented for clearance should be considered as flour or semolina, a sample must be passed through a sieve, No. 80, composed of silk tissue, presenting 80 holes to the square inch or square of 27 millimeters. Should the product pass through this sieve, it shall be dutiable as flour; in contrary cases, as semolina.

GROUP 4.—*Seeds and fodder.*

266.	Clover seed, G. W	100 kil.	$3.60
267.	Flaxseed, G. W	do	.82
268.	Timothy seed, G. W	do	2.00

NOTE.—The importation of foreign tobacco seed into the island of Cuba is prohibited until further orders.

269.	Fodder and bran	per cent ad valorem	25
	a. Corn or broom straw (millo), G. W	100 kil.	.80

GROUP 5.—*Preserves.*

NOTE I.—All preserves are dutiable with the weight of immediate receptacles. (See Disp. III, rule 5.)

270.	Fish or shellfish, preserved in oil or otherwise, in tins	per cent ad valorem	25
271.	Vegetables and pulse, pickled or preserved in any manner	do	25
272.	Fruits, preserved:		
	a. In brandy	do	25
	b. Other	do	25
273.	Alimentary preserves not specially mentioned; pork butchers' wares, truffles, sauces, and mustard; alimentary flavoring extracts	per cent ad valorem	25

GROUP 6.—*Oils and beverages.*

274.	Olive oil; cotton-seed oil (except for the manufacture of soap):		
	a. In receptacles of earthenware, wood, or tin, G. W.; T. (Disp. III, rule 4)	100 kil.	$2.40
	b. In bottles, including the weight of bottles, G. W.; T. (Disp. III, rule 4)	100 kil.	3.00
275.	Alcohol, S. T. (Disp. III, rule 12)	hectol.	14.00
276.	Brandies, liqueurs, cordials, and all compound spirits not specially mentioned:		
	a. In casks, barrels, or half barrels, S. T. (Disp. 8, rule 12)	do	21.00
	b. In bottles, flasks, demijohns, or other similar receptacles, S. T. (Disp. III, rule 12)	do	34.00
	c. Whisky, rum, and gin, in casks, barrels, or half barrels	do	18.00
	d. Whisky, rum, and gin, in bottles, flasks, demijohns, or other similar receptacles	do	23.00
277.	Wines, sparkling, S. T. (Disp. III, rule 13)	liter.	.85
278.	All white wines (except sparkling), including the so-called generous wines (*vinos generosos*), and all red or white dessert or liqueur wines:		
	a. In casks, barrels, or half barrels, S. T. (Disp. III, rule 13)	liter.	.07
	b. In bottles, flasks, demijohns, or other similar receptacles, S. T. (Disp. III, rule 13)	do	.20
279.	Other wines:		
	a. In casks, barrels, or half barrels, S. T. (Disp. III, rule 13)	hectol.	4.50
	b. In bottles, flasks, demijohns, or other similar receptacles, S. T. (Disp. III, rule 13)	do	13.00
280.	Beer and cider:		
	a. Malt liquor, in casks (Disp III, rule 14)	do	3.30
	b. Malt liquor, in bottles (Disp. III, rule 14)	do	4.00
	c. Cider, natural or artificial; ginger ale, root beer, and other nonalcoholic beverages not otherwise provided for, T. (Disp. III, rule 14):		
	In casks, barrels, or half barrels	hectol.	1.60
	In bottles, flasks, demijohns, or other similar receptacles	do	3.00

GROUP 7.—*Various.*

281.	Saffron, safflower, and flowers of "tobar"	per cent ad valorem	25
282.	Cinnamon of all kinds	do	25
283.	Cinnamon, Chinese ("canelón"), cloves, pepper, and nutmegs	do	25
284.	Vanila	do	25
285.	Tea	do	25
286.	Coffee in the bean or ground; chickory roots and chickory, T. (Disp. III, rule 5)	100 kil.	12.15
	Provided, Said coffee is not grown in the island of Porto Rico and imported into Cuba directly from Porto Rico. Coffee in the bean or ground, which is the product of Porto Rico and imported into Cuba directly from Porto Rico (Disp. III, rule 5)	100 kil.	3.40
287.	Cocoa of all kinds, in the bean, ground, or in paste; cocoa butter, T. (Disp. III, rule 5)	do	20.25
288.	Chocolate and sweetmeats of all kinds, including the immediate packages, per cent ad valorem		25
289.	Pastes and faculæ for soups and other alimentary purposes	per cent ad valorem	25
290.	Biscuits:		
	a. Ordinary, T. (Disp. III, rule 5)	100 kil.	1.50
	b. Fine, of all kinds, including the immediate package, T. (Disp. III, rule 5)	do	3.50
291.	Honey	per gallon	.20
292.	Molasses	do	.06
293.	Sugar, raw	per pound	.015
294.	Sugar, refined	do	.02
395.	Saccharine	do	1.50

CLASS XIII.—MISCELLANEOUS GOODS.

296.	Fans	per cent ad valorem	.30
297.	Trinkets and ornaments of all kinds, except those of gold or silver or of gold or silver plate, or except those in which the predominant substance is amber, jet, tortoise shell, coral, ivory, meerschaum, or mother-of-pearl, or except those in which the predominant substance is horn, whalebone, celluloid, bone, or compositions imitating those mentioned in paragraph 298	kilog.	$0.75
298.	Amber, jet, tortoise shell, coral, ivory, and mother-of-pearl meerschaum:		
	a. Unwrought, N. W	kil.	1.00
	b. Wrought, N. W	do	1.80
299.	Horn, whalebone, celluloid, and bone; also compositions imitating these materials, or those of the preceding number:		
	a. Unwrought, N. W	kilog.	.60
	b. Wrought, N. W	do	1.20

300.	Walking sticks and sticks for umbrellas and parasols	per cent ad valorem	25
301.	Coffins and undertakers' fixtures	do.	25
302.	Hair, human, manufactured into articles of all kinds or any shape, N. W	kilog.	$5.00
303.	Cartridges, with or without projectiles or bullets, for unprohibited firearms; also primers and caps for such arms, T. (Disp. III, rule 5)	100 kil.	30.00
304.	Tarpaulins coated with sand, for vans; felts and tow, tarred or coated with pitch, G. W., 100 kil		.28
305.	Oilcloths:		
	a. For floors and packing purposes, T. (Disp. III, rule 5)	100 kil.	3.00
	b. Other T. (Disp. III, rule 5)	kilog.	.06
	Pads and brief cases of oilcloth, or bands for hats, shall be liable to a surtax of 40 per cent.		
306.	Cases:		
	a. Of fine wood or leather, lined with silk; other similar cases, N. W	kilog.	.75
	b. Of common wood, cardboard, osier, and the like, including letter files, N. W	do.	.20
307.	Artificial flowers of tissue or wax, also pistils, buds, leaves, and seeds, of any kind of material, for the manufacture of flowers, N. W	kilog.	1.00
308.	Matches of wax, wood, or cardboard, including the immediate packages, N. W	do.	.20
309.	Caoutchouc and gutta-percha manufactured in any shape or into any kind of article not otherwise provided for, T. (Disp. III, rule 5):		
	a. Rubber hose and piston packing	kilog.	.05
	b. All other articles	do.	.20
310.	Games and toys, except those of tortoise shell, ivory, mother-of-pearl, gold or silver, and except those made of articles mentioned in paragraphs 298 and 299 T. (Disp. III, rule 5), kilog		.10
311.	Umbrellas and parasols	per cent ad valorem	25
312.	Oil and water-color paintings	do.	25
313.	Hats, bonnets, and caps of all kinds, finished or unfinished	do.	20
314.	Waterproof or caoutchouc stuffs, including boots and shoes of rubber:[1]		
	a. On cotton tissue, T. (Disp. III, rule 5)	kilog.	.25
	b. On woolen or silk tissue, T. (Disp. III, rule 5)	do.	.50

NOTE.—Confections or manufactures of articles dutiable under this paragraph shall be liable to a surtax of 30 per cent, except boots and shoes of rubber.

315.	On all other goods, wares, merchandise, and effects, not otherwise enumerated or provided for, except crude materials	per cent ad valorem	25
316.	On crude materials, not otherwise enumerated	do.	10

CLASS XIV.—*Tobacco.*

317.	Tobacco:		
	a. In cakes, so called "breva," or in carrots, N. W	100 kil.	$10.50
	b. In powder or snuff, or otherwise manufactured, N. W	per pound.	.12
	c. Leaf tobacco, stemmed or unstemmed, whether wrapper or filler, per pound, N. W		5.00
	d. Cigars, cigarettes, cheroots of all kinds, $4.50 per pound and 25 per cent ad valorem.		
	Paper cigars and cigarettes, including wrappers, shall be subject to the same duties as are herein imposed on cigars.		

SPECIAL PROVISION.

318. The following articles, when imported direct by a steam or street railroad company or planter of the island of Cuba, for the exclusive use of said railroad or planter, within twelve calendar months from the promulgation of this tariff, shall be entitled to entry at 10 per cent duty ad valorem, under such conditions and guaranty as the collector of customs for Cuba may exact or direct:
Passenger coaches, complete, erected or knocked down.
Freight cars, complete, erected or knocked down.
Trucks, wheels, axels, axle boxes, forgings, brasses, and fixtures for passenger coaches and freight cars.
Pine wood prepared especially for freight cars.
Locomotives and tenders, locomotive boilers and locomotive furnaces, locomotive-boiler plates and tubes, locomotive and tender frames, wheels, axles, axle boxes, brasses, and tanks for locomotive tenders.
Electric motors and machinery for power houses.
Turntables, transfer bridges, iron or steel bridge work, riveted or rolled, steel rails, points crossings, signals, and accessories thereof, gate crossings, and metal ties.

FREE LIST.

The undermentioned articles may be imported into Cuba exempt from the duties stipulated in the tariff on compliance with the prescribed conditions and the formalities established for every case in the customs regulations:

319. Manures, natural, including the cowpea.
320. Trees, plants, and moss, in natural or fresh state.
321. National products returning from foreign exhibitions, on presentation of the bill of lading or certificate proving their exportation from the island and of satisfactory evidence attesting that such products have been presented and have been shipped to their point of departure.
322. Trained animals, portable theaters, panoramas, wax figures, and other similar objects for public entertainment, imported temporarily for not longer than three months, unless extension be granted by the collector of customs, provided bond be given.
323. Receptacles exported from Cuba with fruits, sugar, molasses, honey, brandy, alcohol, and cocoanut oil, and reimported empty, including iron drums containing cordage oil.
324. Specimens and collections of mineralogy, botany, and zoology, also small models for public museums, schools, academies, and scientific and artistic corporations, on proof of their destination, and archæological and numismatical objects for public museums, academies, and scientific and artistic corporations, on proof of their destination.

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[1] All articles coated with caoutchouc on one or both surfaces, as well as those with an interior lining of caoutchouc, are included in this number.

325. Used furniture of persons coming to settle in the island, provided the same has been in use for one year.

326. Samples of felt, wall paper, and tissues, when they comply with the following conditions:
   (*a*) When they do not exceed 40 centimeters in length, measured in the warp or length of the piece, even when such samples have the entire width of the piece. The width shall, for tissues, be determined by the list, and for felts and wall paper by the narrow border which has not passed through the press.
   (*b*) Samples not having these indications shall only be admitted free of duty when they do not exceed 40 centimeters in any dimension.
   (*c*) In order to avoid abuse, the samples declared for free entry must have cuts at every 20 centimeters of their width, so as to render them unfit for any other purpose.

327. Samples of trimmings in small pieces, of no commercial value or possible application.

NOTE.—No other samples than those provided for in paragraphs 326 and 327 shall be admitted free of duty; provided that ordinary and usual commercial samples, imported by bona fide commercial travelers in their baggage, after examination and identification by the custom-house, upon reexportation within three months after the date of their importation, shall be entitled to a refund of 75 per cent of the duties paid thereon, if upon presentation at the custom-house for reexportation said samples shall be positively recognized and identified as being those upon which duty has been paid; and provided further that the appraised value of said samples shall not exceed $500.

328. Works of fine art acquired by the government, academies, or other official corporations, and intended for museums, galleries, or art schools, when due proof is given as to their destination.

329. Gold in bars, powder, or coined; also silver or bronze coins.

330. Wearing apparel, toilet objects, and articles for personal use, bed and table linen, books, portable tools and instruments, theatrical costumes, jewels, and table services bearing evident trace of having been used imported by travelers in their luggage in quantities proportionate to their class, profession, and position.

NOTE.—The collector of customs may exact a bond for the exportation of these articles when deemed necessary by him.

331. Stone, unwrought, for paving purposes.

332. Plows, hoes, machetes, cane knives, etc., exclusively used for agricultural purposes, and other exclusively agricultural implements not machinery.

NOTE.—In the interpretation of this paragraph, in the case of an instrument claimed to be for agricultural purposes, the classification will be determined by the use to which the implement is to be put, proved to the satisfaction of the collector of customs.

333. Quinine, sulphate, and bisulphate of, and all alkaloids or salts of cinchona bark, except quinine pills.

334. Hemp, flax, and ramie, raw, hackled, or tow.

335. Abaca, heniquen, pita, jute, and other vegetable fibers, raw, hackled, or tow.

336. Single yarns made of jute, for the manufacture of sugar bags only, to be imported by sugar-bag manufacturers only, the importer to give a bond to use the yarn exclusively for the manufacture of sugar bags.

337. Standard text-books for the use of schools, whoever be the importer, and maps and scientific instruments, for the use of schools, which have been purchased by the properly constituted authorities of said schools, in quantities not exceeding the absolute requirements of such schools, conclusive evidence being furnished to the customs officers that such purchases were made prior to the importations of the articles entered, together with the certificate of the superintendent or principal of the school that the same is to be used exclusively for such institution.

338. Coal and coke.

339. Natural mineral waters.

340. Fresh fish.

341. Articles of the growth, produce, and manufacture of the island of Cuba exported to a foreign country and returned without having been advanced in value or improved in condition by any process of manufacture or other means, and upon which no drawback or bounty has been allowed.

342. Common bricks, unglazed, for building purposes.

343. Undressed common pine lumber.

344. Beehives and bee-keepers' supplies, as follows: Wooden beehives with grooves in the corners; squared honeycomb boxes; small wheels for cutting honeycomb; tin honey extractors; extractor frames; honey knives, straight and triangular, "Navajon;" apparatus for extracting new honey and making sirup for the bees; Swiss wax extractor (Root); Swiss wax extractor in the sun (Doolittle); Swiss wax extractor in the sun (Boardman); perforated zinc for separating beehives (Tinker and Root); department for queen bee and drone; honeycomb frames; hot smoking apparatus (Corneil); hot smoking apparatus (Crane); cold smoking apparatus (Clark); cold smoking apparatus (Binghan); brushes for cleaning beehives; net for closing bees, swarm catchers; veil wax protectors; globe wax protectors; boxes for shipping beehives with apartments; wire apparatus for taking out beehives; pasteboard boxes for honeycombs; tanks to keep sirup for bee nourishment; apparatus for protecting queen bee's cell (West); apparatus for catching queen bees and transferring them to their cells (Muller).

345. Lithographs, posters, manufacturers' catalogues, calendars, and folders for advertising purposes only, having no commercial value and designed for free public distribution.

In case of doubt as to the clearance of crude petroleum, a sample of this oil must be taken, and the following rules observed:

1. A sample of 200 cubic centimeters shall be taken from 50 cases or less, or from 10 barrels or less, comprised in the declaration and belonging to the same kind of goods.

2. These samples shall be mixed in a large receptacle, and when the discharge is terminated 2 liters are taken therefrom and put into separate bottles, which are sealed and furnished with labels signed by the customs employees and the interested party. These bottles shall be forwarded to the customs chemical expert in order to be assayed.

3. Immediately after this operation the goods shall be cleared and the corresponding duty applied, but the interested party shall always be bound by the results of the analysis, and the clearance shall not be deemed definitive until that result be known.

4. The samples must be assayed within one month, and the interested party has the right to be present when the samples are opened and analyzed, provided that he has made a written request to this effect at the time of identifying the samples by affixing his signature to the labels. He may also appeal to the collector at the chief port from the reports of the experts.

5. Should the interested party in his appeal request that a new analysis be made this operation shall be effected at his expense if the decision of the customs be sustained. In contrary cases the expenses shall be borne by the government.

The following shall be considered as—

(*a*) Crude oil derived from schists, those obtained from first distillation, distinguishable by their density of from 900 to 920 thousandths of a degree, or from 66 to 57½ of the centesimal aërometer, equal to from 24.69° to 21.48° Cartier.

(*b*) Crude and natural petroleum, that imported in the state in which found when extracted from the well, and which has undergone no operation whatever whereby the natural chemical composition is altered or modified, when gradually and continuously distilled up to a temperature of 300° C., this petroleum must leave a residuum exceeding 20 per cent of its primitive weight.

EXPORT RATES OF DUTY.

Tobacco:		
Manufactured—		
a. Cigarettes in boxes	thousand..	$0.90
b. Tobacco, cut	100 kil..	3.75
c. Cigars	thousand..	1.35
In the leaf or filler tobacco—		
a. Harvested in the province of Santiago de Cuba and exported through the customhouse of Santiago, Gibara, or Manzanillo	100 kil..	2.20
b. Other	do....	6.30

No. 199.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 16, 1900.

The military governor of Cuba directs the publication of the following circular (No. 9) from the office of the superintendent of schools.

ADNA R. CHAFFEE,
Brigadier-General, Chief of Staff.

INVITATION FROM HARVARD UNIVERSITY TO THE TEACHERS OF CUBA.

[Circular No. 9.]

HABANA, *May 16, 1900.*

Harvard University, situated in the beautiful city of Cambridge, a suburb of Boston, has sent to the teachers of Cuba an invitation to attend the university, free of expense, during the coming summer. This invitation is without parallel in the history of the world. It is not a gift from nation to nation, but from teacher to teacher; it bespeaks a professional spirit that knows no limit of country or people, and it is being received in the same broad spirit by the teachers of Cuba.

The president and fellows of the great university offer the free use of libraries and laboratories; they have arranged special courses of instruction suited to the needs of the teachers of Cuba; they have also offered to pay all personal expenses, such as board and room rent; in brief, they have given free tuition and have raised the sum of $70,000 for the entertainment of the teachers.

The Government has placed at the disposal of the teachers the five largest transports in the Atlantic service, *Burnside*, *McPherson*, *McClellan*, *Crook*, and *Sedgwick*, giving free transportation and meals to and from Boston.

Many excursions to places of literary, historic, and industrial interest are being planned, and it is hoped that a longer excursion to New York, Niagara Falls, and Washington may be made at the close of the summer school, all without expense to the teachers.

No such opportunity was ever before given to a great body of teachers to go to another country for study and travel without expense. The many applications already received for permission to join the party afford striking proof of the deep interest aroused over the journey. The teachers will go and the island of Cuba will thereby be greatly benefited.

The spirit which the Cuban people showed in organizing over 3,000 schools with 130,000 pupils within the short space of sixty days has won the respect and admiration of the whole world. But the mere opening of the schools is only a short step in the path of progress. The great task consists in preparing the large number of new teachers for their work, and also in stimulating to still better work even those who have had much experience.

The plan of opening perhaps three normal schools for the preparation of young men and women as teachers promises well for the future and will be carried out at an early date, but we must not neglect the large number of the brightest and best young men and women of Cuba who have already begun the work of teaching. Merely to let them hold their present positions until the normal schools could supply other teachers would be a great act of injustice and also a severe loss to Cuba.

Those who have come forward at the present time to perform the task of organizing the schools have shown a spirit of intelligence, of patriotism, and of devotion worthy of the most careful culture. These are the young men and women in whose hands has been placed the development of the present generation of children who, in a few years, must take up the work now being done by the men and women of Cuba.

It was the deep sense of responsibility toward these teachers which brought about the plan of making a grand excursion during the coming summer, and which won the hearty support of Secretary Root, General Wood, and President Eliot. Travel is one of the best means of culture; it stimulates and quickens the mind by giving a basis of comparison with our own ways of living and working; it widens our range of vision, mental as well as physical; it enlarges our thoughts of history, literature, and science; it promotes our observation of the basis of commercial and industrial growth; it gives us contact with foreign people and helps to bring about that warmth of feeling and mutual respect which form the basis of the closest international relations; it helps us to build upon our old ideals and thus rise to higher levels; in other words, travel is the highest means of education. Add to all these elements the fact that during six weeks of the coming summer the teachers of Cuba are invited to study in the greatest educational institution in all America, and the many advantages of the proposed journey must be clear to all. The world has never witnessed a nobler gift, or one that will be more far-reaching in its effects than this gift of Harvard University to the teachers of Cuba.

GENERAL OUTLINE OF TRIP.

The teachers will go north on five steamers sailing from the largest ports of the island. The transports will leave Cuba June 25–27 and will reach Boston about July 1.

All the cabins or staterooms on the transports will, of course, be given to the women of the party; certain other large sleeping rooms will also be furnished specially with cot beds for them. While the latter rooms may not be so convenient as the cabins, everything possible will be done to make them comfortable. In other respects all the women of the party will receive the same care and attention, using the same promenade decks, dining rooms, and parlors. It is probable that the largest transport, the *Sedgwick*, will carry only women passengers.

Special decks on at least four of the transports will be fitted up for men. As all the staterooms are to be given to the women, the rooms for the men will be equipped with cot beds. The men will have the free use of the promenade decks, smoking parlors, and dining rooms.

The Government has done its best to provide first-class transportation for the largest number possible, but all the transports in the Atlantic service contain staterooms or cabins for only about 400 passengers, while the total number of teachers to be carried on this long journey is 1,450. It will thus be seen that more than two-thirds of the number must be accommodated on cot beds in large rooms of the different decks. Considering the fact that an earnest effort has been and will be made to furnish these rooms as comfortably as possible, and that the sea trip each way will last only five days, and also the fact that this plan alone makes possible the transportation of so large a number, it is assumed that all who go will face cheerfully any inconveniences that may arise.

Teachers should carry in their hand baggage such toilet and other articles as will be needed during the trip on the transports, as all trunks will be checked and stowed in the holds of the steamers.

Arriving in Boston the teachers will at once be under the care of the university. Special cars and carriages will meet the transports, and convey the teachers directly to the places where they are to reside in Cambridge. The teachers will have no care of the baggage, the numbers and names upon the trunks and hand bags will insure the prompt and safe delivery of the same at the residences.

The students of the university have invited the men of the party to occupy their rooms in the large dormitories. Meals will be provided in the college dining room known as Randall Hall. The women, in small groups of from 2 to 8, will reside with families in private dwellings close by the university, and will receive their meals in the beautiful building known as Memorial Hall. Another large and new building, with spacious reading rooms and parlors in charge of a Cuban woman, is being specially equipped as a meeting and resting place exclusively for the women of the party.

In recognition of a time-honored custom in Cuba, and also as a means of looking after the health and comfort of the teachers, the women will be divided into groups, each under the escort and guidance of a Cuban chaperon or encargada who speaks the English language. As far as possible these groups will be formed of such teachers as are friends well known to each other, and the choice of such companions will be made before leaving Cuba. In this regard, as in all others, the wishes of the teachers themselves will be fully respected.

In addition to the programme of studies outlined below, it may be stated that every class room of the university is open to Cuban teachers to follow any course of study desired. The general meetings, however, will be held in the lecture room known as Sander's Theater, with a seating capacity of 1,450.

The first two or three days after arrival in Boston will be devoted to general sightseeing. The regular work of the class room will begin on July 5, and continue for six weeks. At the close of the session it is hoped that the teachers may go on a long excursion by special trains, and then sail from New York for Cuba in the early part of September. While it is confidently expected that the plans for the long excursion to Niagara Falls, Washington, and elsewhere will be carried out, yet, as the details of these plans are still under consideration, no definite promise to extend the trip beyond New England and New York can be made at the time of issuing this circular.

EXPENSES OF THE TRIP.

All teachers will receive their salary during the summer vacation. Teachers forming the summer school party will be paid their salaries for June on or before the 15th of said month; and their salaries for July will be paid at the end of July, through the office of the treasurer of Harvard University, in Cambridge. The August salary will be paid immediately upon the return to Cuba. Teachers who do not attend the Harvard Summer School will receive their salaries in the regular way each month, provided they attend a summer normal school in Cuba, as stated below.

Alcaldes are hereby requested to take note of the fact that the salaries for June, for the teachers who are to go on the northern trip, are to be paid on or before the 15th of the month, and requisitions for the necessary amounts should be made at such an early date as to avoid any possible delay. Alcaldes will also note carefully the fact that the July salaries for the absent teachers will be paid directly by the treasury department of Cuba through the office of the treasurer of the university in Cambridge, and said alcaldes will therefore omit from their budgets or presupuestos for July the total amount of the July salaries of said absent teachers.

Knowing the plan for the payment of salaries, teachers can readily adjust their money matters for the summer. The outlay of each teacher will be as follows:

Traveling expenses to the seaport from which the transport will sail.

Incidental individual outlay.

From the time of arriving on the transports till the return of said transports to Cuba, the teachers will receive free board, free lodging, and also free transportation both for themselves and for their baggage. There will also be many excursions and other forms of entertainment free to the teachers, but all who have traveled know that there are incidental expenses which can not be foreseen. To meet such expenses the teachers will provide an emergency fund to be used in whole or in part, any unused portion to be returned. A committee of teachers will advise in regard to the use of the fund, and at the end of the trip will publish a report showing the exact use made of it. The total expense to each teacher shall not exceed $10, and will doubtless be much less.

As a matter of convenience to the teachers, and as a simple means of collecting this fund, each teacher will be asked to deposit the $10 at the time of receiving his salary from the treasurer of Harvard University, during the latter part of July. The fact that the fund is thus to be paid will enable the committee to obtain a credit for use as early as seems necessary.

INSTRUCTION AT HARVARD UNIVERSITY.

In this circular it is possible to give only a general outline of the courses of instruction at Harvard University. In the first place, it may be stated that every class room of the university will be open to the teachers of Cuba, and instruction may be obtained in pedagogy, history of education, languages, literature, history, chemistry, physics, geology, physiography, physical culture, and many other subjects. The instruction will range from the lowest to the highest grade, and any person, no matter what his experience and culture may be, will there find ample means for advancement.

In the second place, it may be stated that several special lines of instruction have been prepared for the Cuban teachers, with the view to the particular needs of the schools of this island. These special courses are as follows:

English.—This study will be taught by about thirty teachers; daily lessons will be given; attention will be paid to the pronunciation, the acquiring of a vocabulary of common words, the reading of simple English, and the elementary grammar of the language. As an aid in training the ear, opportunity will be given to listen to lectures in English of all grades of difficulty, according to the proficiency of the teachers.

History.—Particular attention will be paid to the history of Cuba and the other portions of Latin America. Lectures will also be given upon such topics in American history as treat of the early struggles of the people to form and to preserve the republic, thus showing the Cuban teachers many of the great problems that now confront their own country. These historical lessons will be in the Spanish language. Advice will be given concerning the best books for future study. Several excursions will be made to places of historic interest, such as Plymouth, Bunker Hill, Concord, and Lexington.

Geography.—The lessons in this subject also will be given in Spanish. The work will cover the general geography of the world. For the teaching of this branch the university is admirably equipped with geographic and geologic models, thousands of maps and photographs, a large collection of lantern slides for the stereopticon, a magnificent library, etc. Two excursions a week will be made to points of geographic interest, such as the seacoast, rivers, glacial forms, etc., to observe in nature the actual working of geographic forces, and to study their relations to life and history.

School organization and management.—The department of pedagogy of Harvard University will present a course of lectures, in the Spanish language, on important and practical subjects relating to the daily work of the teacher in the schoolroom, such as ventilation and health conditions, the best arrangement of desks with regard to light, the grading of pupils, the promotion of the same, planning daily programmes, the best periods for teaching these subjects, discipline of pupils, etc.

General culture.—Lectures will be given upon various subjects, having in view the general culture of the teachers. Some of these lectures will be in Spanish and others in simple English, and will embrace literature, the fine arts, ethics, travel, etc. In connection with this work there will be a number of evening receptions and entertainments which will doubtless prove of great interest.

Ample opportunity will be given for rest as well as for study, and teachers will be carefully advised as to their individual needs. While it is expected that teachers will improve the opportunities for growth and culture, absolute freedom will be given to the individual to choose for himself both the amount and the kind of his work.

SUMMER NORMAL SCHOOLS IN CUBA.

Paragraph XXIII of decree No. 226, dated December 6, 1899, reads as follows: "Teachers will be paid monthly, and the salary will continue during vacation as well as actual school periods; but in order to be entitled to draw the salary during vacations, teachers must employ such periods in attending normal schools, teachers' meetings for instruction, or in following other courses of instruction approved by the superintendent of schools of Cuba; provided, however, that such schools, meetings, or courses of study are previously prescribed by said superintendent, otherwise the salary will be regularly due the teachers, without vacation work."

In conformity with this decree, during the coming summer, normal schools will be established in all the capitals of provinces, for the benefit of teachers who can not join the party going to Harvard University. In these summer normal schools the studies will as far as possible follow the same general lines as those at Harvard. Every effort will be made to provide a high grade of instruction in the summer schools of Cuba, but it is perhaps needless to say that the teachers who go on the northern journey will have the advantage of libraries, laboratories, modern apparatus and appliances (such as stereopticons, photographs, and maps) that are perhaps without equal in all America, besides having the advantage of the travel itself.

A special circular concerning the summer normal schools in Cuba will be sent to all teachers, as soon as the details have been arranged. Except for some special reason approved by the municipal board of education, every teacher who does not join the party going to the States will be expected to attend the summer normal school in the provincial capital, in order that the salary may be legally payable.

SELECTION OF TEACHERS.

About 3,500 teachers are now at work in the public schools of Cuba; of this number 1,450 can be chosen for the journey. Each teacher who goes is expected to place his services at the disposal of the board of education of his municipality, for the purpose of repeating to the teachers who remain at home the instruction of the Harvard

Summer School. Thus during the summer course each teacher should give special attention to some subject with a view to repeating it to the other teachers on his return. Soon after the courses of study have been begun in Cambridge the teachers of each municipality can consult and agree as to which branch each shall thus repeat. By this plan the benefit of the trip will extend to every schoolroom in the island.

All must recognize that the highest good of Cuba demands that the ablest and strongest teachers be selected for the trip. They will not only be able to receive a higher grade of instruction, but will be better qualified to examine the work critically and adapt it to the needs of the island. At the same time they are, of course, the teachers who are best fitted to impart the result of their summer's work. An able representation will also prove of great value in demonstrating to the people of the United States, and of the world, that the marvelous growth of the public schools in Cuba during the past few months has been due to the spirit of progress of the Cuban people.

The long journey up and back, the local excursions, often requiring much walking, the longer excursions by train, as well as the close application to study, make it necessary to consider the physical as well as the mental fitness of the delegates. Teachers of strong physique, as well as quickness of perception and originality of thought, should be chosen. In other words, each municipality is expected to select such teachers as will enable it to derive the greatest possible benefit from every feature of the journey.

In deciding upon the number of teachers to go from a municipality, place on the "first list" two-fifths of the total number of teachers in the municipality; a fraction greater than one-half shall be counted as a whole number, but a fraction less than one-half shall be discarded. Thus, a municipality having four, five, or six teachers may place two on the first list; one having seven or eight teachers may select three; one having fourteen, fifteen, or sixteen may select six, etc. A "reserve list" shall then be made, to contain one-half as many names as the first list, with an additional name for the fraction one-half, if any. As nearly as possible three-fifths of each list shall be women and two-fifths men, as this is about the proportion of male and female teachers in the island. In all cases where it is not convenient to preserve this ratio the teachers may decide for themselves, by ballot, whether to send men or women.

If at any time before the party starts northward any teacher whose name appears on the list is obliged to remain at home on account of sickness, or for any other reason, the alcalde shall at once select another teacher of the same sex to take the place of the first for the trip, and the teacher thus selected shall take the number printed on the ticket sent to the first.

As far as possible each alcalde shall insist that the list chosen shall include one teacher from every pueblo having two or more schoolrooms or aulas, provided said teacher wishes to join the party. This plan will enable every portion of the island to receive benefit from the summer studies, as the teachers will repeat the substance of the instruction upon their return.

The following plan for the selection of teachers will be strictly followed: The alcalde of each municipality, within three days of the receipt of this notice, will call the teachers together in a private meeting to take action in the matter, and said alcalde will preside over the meeting. The word "teacher," as everywhere used in this circular, will include the assistants or ayudantes and teachers of incomplete schools, both as voters and as candidates for the trip.

After the purpose of the meeting has been explained and the fact emphasized that the strongest representatives must be selected, the names of the teachers shall be called, and such as would not for any reason be able to go to the Harvard Summer School shall so specify in order to save time in balloting. Believing that the boards of education of Cuba have shown excellent judgment in the selection of principals of schools, and that said principals as a whole will make the strongest possible representation for Cuba, each alcalde is hereby directed to place on the blank marked "first list," sent herewith, the names of all principals (men and women) in his municipality who will certify their intention of going north with the Harvard party. If this list does not then contain the names of two-fifths of all the teachers of the municipality, the teachers present shall then proceed to ballot for the required number, as follows: Each teacher shall write upon a slip of paper the name of the one teacher whom he considers best qualified to go on the trip; the slips of paper shall be folded and placed in a box; when all who desire have thus voted, the ballots shall be counted and the name of the teacher receiving the highest number of votes, whether a majority or not, shall be written on the blank sheet marked "first list." In a similar manner all present shall then be asked to vote for a second teacher, and the one receiving the highest number of votes shall be placed next on the list. Ballot after ballot shall thus be taken until two-fifths of all the teachers of the municipality have been placed on the first list. The result of each ballot shall be announced before the next ballot is taken. With proper organization for counting the ballots the time needed for naming the lists, even in the largest cities, will not be long; but the time will be well spent though two or more meetings be necessary.

A "reserve list," containing the names of one-fifth of all the teachers of the municipality shall then be prepared by balloting in the same way. It is believed that a large proportion of the teachers on these reserve lists can be provided for, and preference will be given in the order in which their names appear on the lists.

Blanks will be sent to the alcaldes to be filled with the names of teachers elected to go, and these blanks will be forwarded immediately by mail or otherwise to the superintendent of schools of Cuba, in Habana. In addition to sending these blanks alcaldes are requested to telegraph to the superintendent, if convenient, at the earliest possible date, the number of men and the number of women selected, in order that the university and the transport service may know how many of each sex to provide for. The telegrams should not give names, but only the number of each sex.

In addition to the teachers now actually employed, it is hoped to receive into the party a number of persons who are applicants for positions as teachers of English in the Cuban schools, and who will serve as interpreters for their companions.

In due time word will be sent to the teachers telling them when they are to report on board the transports for the journey.

SUMMER CLIMATE OF BOSTON.

Cambridge is one of the most beautiful suburbs of Boston. The two cities are divided by the Charles River, which flows into Boston Harbor.

Cambridge is built upon what is known in geology as a "sand plain," one of the common forms of products of the Glacial period, during which the northeastern part of the United States was buried under a vast sheet of ice. The many forms of land resulting from this "Ice Age" will prove of great interest as objects of study; but for the present it is sufficient to know that the form called the "sand plain" is noted for its perfect drainage. This fact, together with other natural advantages, makes Cambridge one of the most healthful cities in the world.

The summer climate of Cambridge and Boston is more variable than that of Cuba. The heat is often more intense, though the air is not so moist, and perhaps, therefore, not so oppressive as here. At times chilly east winds blow inland, causing a sudden drop in the thermometer. These winds are always welcome, because they are refreshing; but people from the Tropics, not being accustomed to such sudden changes of climate, should provide themselves with medium-weight jackets or capes. As the east winds may be met at any time after passing the Gulf Stream on the journey northward, the jackets or capes should not be packed in the trunks, but should be kept within easy reach. The rains that sometimes accompany the east winds are chilling, and the women teachers soon after their arrival in Boston ought to procure light rubbers to protect their feet from dampness. With these simple precautions the climate will be found healthful, bracing, and invigorating. It will prove an excellent tonic to the teachers from Cuba.

CLOTHING FOR WOMEN.

The purpose of the trip is to study and travel, and the social life will be planned to conform to this primary object; simplicity in dress for those who so desire will therefore be in perfect taste. Teachers will, of course, exercise absolute freedom in the selection of their clothing, limited only by the space allowed in their trunks and hand bags.

Teachers in the rural districts or elsewhere who do not find it convenient to procure a full outfit before starting will have an opportunity to obtain necessary articles in Boston.

The following list, together with the necessary toilet articles, will prove ample for the journey, but is given merely as a guide in the selection of clothing for those who are not familiar with the Northern climate, and also to suggest a comfortable outfit which will not entail excessive expense for laundry work.

Dresses.—As the laundering of wash dresses and starched skirts in the United States is much more expensive than in Habana, it is suggested that each teacher carry two skirts of alpaca, brilliantine, challie, pongee, or other dark material—one skirt for travel and daily wear and the other for calls or visits. The skirt for travel should be made of smooth, plain goods that will shed dust easily. An alpaca or other plain, dark petticoat will also be found very convenient for travel, as well as for the historic and literary excursions.

At least six shirt waists or other thin wash waists are needed; also one evening dress for receptions. The latter may be simple or of such style as the teachers are accustomed to wear at receptions in Cuba. There may also be a wrapper (bata) for steamer and sleeping-car use.

To guard against sudden changes of climate each teacher should carry a medium-weight jacket or a cape.

At least six suits of underwear, similar to the kind worn in Cuba, are needed.

Shoes.—One pair of shoes for evening wear; also one pair of shoes, with broad soles and low heels, thoroughly comfortable for long walks.

Hats.—Sailor hats will be suitable for all occasions (traveling and visiting). Some teachers may, however, prefer small, simple hats for travel, with other hats for calls or visits. Mantillas, for those who are accustomed to wear them, will be appropriate at all times.

It may not be amiss to suggest that the entire outfit for the journey need not be expensive, and should consist of such articles as will be of further service to the teachers upon their return to Cuba.

CLOTHING FOR MEN.

It seems almost needless to make any suggestions concerning the clothing for the men who are to attend the Harvard Summer School. With the exception of a medium-weight coat as a protection against the occasional east winds, the summer clothing worn in Cuba is perfectly adapted to the climate of Boston.

Keeping in mind the fact that all teachers will, of course, exercise absolute freedom in the matter of clothing, the following suggestions may prove helpful as to the kind and quantity needed:

At least six suits of summer underwear, similar to the kind worn in Cuba.

One ordinary suit of clothes for travel, for daily wear, and for excursions. This suit may have a light-weight coat for hot days and a medium-weight coat for cooler days.

One suit of dark clothes for evening receptions. As the purpose of the journey is to study and travel, and as the social life must conform to this, any dark coat will be appropriate for evening wear. Teachers are therefore advised not to go to unusual expense in providing special clothing, except such as would prove useful after returning to Cuba.

Each teacher will need a pair of shoes for evening wear; also a pair of shoes with broad soles, thoroughly comfortable, for long walks.

According to individual custom or wish, the men will find either negligee shirts or ordinary white starched shirts appropriate for travel, daily wear in the class room, and for the excursions, though the former may prove the more comfortable on hot days.

The above list, together with the ordinary toilet articles and such others as may readily be purchased if needed, will prove ample for the journey, though an extra suit of light-weight clothing would be found useful.

RESIDENCE IN CAMBRIDGE.

All the women will be lodged in private residences close by the university, and not less than two will be placed in any one home. Groups of two, three, or four friends wishing to travel together, lodge in the same house, and dine at the same table may do so if they will notify the superintendent of schools of the fact on or before the 10th of June, giving their names. Teachers who do not express a preference will be placed with other teachers from the same municipality. The various groups will be assigned to the care of chaperons or encargadas speaking both Spanish and English, to whom cases of illness and all social questions may be referred.

Letters for Cuban teachers, mailed in Cuba before the 13th day of August, should be directed to Cambridge, Mass., U. S. A., and should bear a 5-cent stamp for each half-ounce.

BAGGAGE.

Each teacher will need one small trunk and also a hand bag about as large as an ordinary dress-suit case. All clothing and toilet articles for use during the trip northward from Cuba to Boston should be carried in the hand bag; all other articles for use after reaching Boston should be packed in the trunk; the hand bags will, of course, be kept in the staterooms, but the trunks will be checked and placed in the holds of the transports. Strong tags or cards containing printed numbers will be sent to the alcaldes, and each teacher chosen for the journey will receive several of these tags bearing the same number. Two of the tags are to be tied securely to the trunk, one at each end. Another tag, having the same number as the trunk, will be tied to each hand bag. As baggage will be checked on the steamer and will be distributed in Cambridge according to the numbers on these tags, each teacher should be sure that all pieces of his baggage bear tags having a uniform number.

Each teacher will write upon his tags his own name and the name of the port in Cuba from which the transport is to sail. Due notice will be given of the names of the transports to which teachers are assigned.

In case a teacher does not receive numbered tags he will attach to each piece of his baggage a card bearing his name and the name of the port from which he is to sail. The appropriate number will then be written upon tags after reaching the transport. The number printed upon the tags assigned to any teacher must be the same as that upon the ticket sent to the teacher to admit him on board transport. The number given to a teacher will be kept during the entire summer, as a quick means of identifying baggage and of assigning places on transports, in cars, in dining halls and in residences. Teachers will preserve carefully the tickets sent to them and will be asked to show these tickets at the time of boarding the transports.

MEDICAL ASSISTANCE.

At least five Cuban physicians, one for each transport, will accompany the teachers to Boston and remain with them during the summer, giving free medical advice and attendance. A number of prominent American physicians have already offered to cooperate heartily with them. The local city and State hospitals have not only offered to do all in their power for the teachers, but have also sent an invitation to the physicians accompanying the party to utilize, in every possible way, the professional advantages of their institutions. The following letter is a fair expression of the cordial welcome that awaits the Cuban physicians:

Boston, Mass., *April 6, 1900.*

Dear Sir: We will be delighted to offer to the physicians who accompany the teachers every facility in the way of clinical instruction during their stay in Boston. They will be able to visit the hospitals, witness the surgical operations, visit the wards, and study our methods of medical and surgical treatment. They will also be shown the administrative methods of the hospital, the character of the work done in the laboratories connected with them, and everything else connected with the hospitals in which they may be interested.

Very truly, yours,

W. T. Councelman,
Professor of Pathology, Harvard University,
Pathologist to City Hospital.

Superintendent of Schools of Cuba, *Habana.*

An equally cordial letter is at hand from the Massachusetts General Hospital, extending a similar welcome to the Cuban physicians and offering to cooperate in the care of the teachers. In brief, it may be said that the most ample provision has been made for any possible illness, though it is confidentially expected that the bracing climate of New England will tend to improve the health of every member of the party.

VACCINATION AND HEALTH CERTIFICATE.

No person is allowed to leave the island of Cuba without first receiving a health certificate from the health officers of the port from which he sails. This certificate must be obtained within twenty-four hours of the time of sailing. One of the conditions of obtaining the certificate is immunity from smallpox; and proof of such immunity must consist either in giving evidence of having had the disease or of having been vaccinated. Teachers who have not had the smallpox or who do not bear a clear vaccination mark must be vaccinated before boarding a transport.

The health officers at any port in Cuba will vaccinate free of charge. On the day of departure, and on the day preceding, they will give preference to teachers from rural districts and inland towns who could not have been vaccinated earlier without great inconvenience and loss of time in travel. All teachers living in or near seaports, or in places where the services of health officers are readily available, should, unless they have already had the smallpox or bear the mark of vaccination, be vaccinated at the earliest possible date. This matter having been attended to, each teacher, within twenty-four hours of the time of boarding the transport, should call upon the health officer at the port of departure and obtain a certificate as to general health. For the sake of clearness, it may be restated that at the earliest date possible each teacher should obtain a certificate showing immunity from smallpox, either by disease or vaccination; then within twenty-four hours of the time of boarding the transport (no other time is permissible) the teacher should also obtain from the health officer of the port a certificate of general health; on these conditions only does the law allow any person to leave the island of Cuba. There will be no expense connected with these certificates, and the health officers always extend every courtesy to applicants.

The vaccine virus used by the officers is supplied directly from the laboratories of the Marine Hospital in Washington. Each case of virus is supplied with a point; no instrument is used and no two persons are ever vaccinated with the same point or same virus. So pure is the supply of virus and so careful are the health officers in the discharge of their duty, that among the thousands of persons treated in Habana not one has suffered in any way, except from the ordinary soreness resulting from the vaccination itself.

CONCLUSION.

The superintendent of schools of Cuba will go North with the teachers, remain with them during the entire period in Cambridge, will be with them on the general excursion, and return to Cuba with them. It will be his pleasure to devote the entire summer to their health and comfort. In Cambridge he will reside in the home of the president of the university, where the teachers will always find cordial welcome. He earnestly requests that teachers will avail themselves of his services in all matters which in the slightest degree may help to promote the welfare of any individual or of the party as a whole.

For further information address,

ALEXIS EVERETT FRYE,
Superintendent of Schools of Cuba, Habana.

No. 200.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 16, 1900.

In view of the fact that municipal elections are soon to be held throughout the island, at which elections new municipal officers will be selected by the people, the military governor of Cuba directs the publication of the following order:

Municipalities throughout the island of Cuba are hereby prohibited from entering into contracts of other than a temporary character until after July 1, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 201.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. Hereafter the ayuntamientos of the island of Cuba shall each have the following number of councilmen:

PROVINCE OF PINAR DEL RIO.		PROVINCE OF PINAR DEL RIO—continued.	
1. Pinar del Rio	19	12. Los Palacios	7
2. Consolacion del Norte	13	13. San Diego de los Baños	6
3. Consolacion del Sur	14	14. Guanajay	11
4. San Juan y Martinez	12	15. Artemisa	11
5. San Luis	10	16. Bahia Honda	7
6. Viñales	14	17. Cabañas	10
7. Guane	11	18. Gayabal	7
8. Mantua	10	19. Mariel	10
9. San Cristobal	10	20. San Diego de Nuñez	6
10. Candelaria	9		
11. Julian Diaz (formerly Paso Real de San Diego)	6		

PROVINCE OF HABANA.

1.	Habana	24
2.	Marianao	13
3.	Bauta	9
4.	El Cano	8
5.	Guanabacoa	16
6.	Managua	8
7.	Regla	13
8.	Santa Maria del Rosario	13
9.	Jaruco	10
10.	La Salud	7
11.	Aguacate	7
12.	San Pablo de Bainoa	6
13.	Santa Cruz del Norte	8
14.	San Jose de las Lajas	10
15.	Tapaste	6
16.	San Antonio de los Baños	13
17.	Alquizar	10
18.	Ceiba del Agua	7
19.	Guira de Melena	12
20.	Vereda Nueva	6
21.	Bejucal	10
22.	Batabano	10
23.	Quivican	8
24.	Santiago de las Vegas	13
25.	Isla de Pinos	8
26.	San Antonio de las Vegas	8
27.	San Felipe	7
28.	Guines	13
29.	La Catalina	7
30.	Madruga	10
31.	Melena del Sur	8
32.	Nueva Paz	12
33.	San Nicolas	10
34.	Guara	6

PROVINCE OF MATANZAS.

1.	Matanzas	20
2.	Canasi	7
3.	Guamacaro	11
4.	Santa Ana	10
5.	Cardenas	16
6.	Carlos Rojas (formerly Cimarrones)	10
7.	Marti (formerly Guamutas)	12
8.	Maximo Gomez (formerly Guanajayabo)	9
9.	Jovellanos	10
10.	Alacranes (formerly Alfonso XII)	10
11.	Bolondron	12
12.	Cabezas	6
13.	Union de Reyes	10
14.	Sabanilla del Encomendador	9
15.	Colon	16
16.	Cuevitas	10
17.	Macagua	10
18.	Macuriges	13
19.	Palmillas	11
20.	Perico (formerly Cervantes)	9
21.	Roque	10
22.	San Jose de los Ramos	12
23.	Jaguey Grande	10

PROVINCE OF SANTA CLARA.

1.	Santa Clara	16
2.	Esperanza	11
3.	Calabazar	13
4.	Ranchuelo	10
5.	San Diego del Valle	10
6.	Cienfuegos	18
7.	Palmira	10
8.	Cruces	11
9.	Rodas	13
10.	Santa Isabel de las Lajas	13
11.	Cartagena	10
12.	San Fernando	10
13.	Abreus	8
14.	Sagua la Grande	16
15.	Santo Domingo	13
16.	Quemado de Guines	12
17.	Cifuentes	8
18.	Ceja de Pablo	11
19.	Rancho Veloz	10
20.	San Juan de las Yeras	10
21.	Remedios	14
22.	Caibarien	12
23.	Vueltas	14
24.	Placetas	13
25.	Camajuani	15
26.	Yaguajay	13
27.	Trinidad	16
28.	Sancti Spiritus	16

PROVINCE OF PUERTO PRINCIPE.

1.	Puerto Principe	20
2.	Nuevitas	10
3.	Santa Cruz del Sur	9
4.	Moron	8
5.	Ciego de Avila	8

PROVINCE OF SANTIAGO DE CUBA.

1.	Santiago de Cuba	20
2.	San Luis	10
3.	Caney	10
4.	Cobre	10
5.	Alto Songo	9
6.	Palma Soriano	10
7.	Guantanamo	16
8.	Sagua de Tanamo	10
9.	Manzanillo	16
10.	Campechuela	8
11.	Niquero	6
12.	Bayamo	14
13.	Jiguani	11
14.	Holguin	16
15.	Puerto Padre	11
16.	Gibara	16
17.	Mayari	10
18.	Baracoa	15

II. The ayuntamientos, taking as a basis the number of councilmen assigned to them by Article I of this order, shall freely appoint from their own body and by vote the number of assistant mayors which they should have in accordance with the provisions of Article 35 of the municipal law in force.

The ayuntamientos shall report said appointments to the secretary of state and government.

III. The secretary of state and government is charged with the enforcement of this order and will take such steps as may be necessary for the prompt fulfillment of its provisions.

J. B. HICKEY,
Assistant Adjutant-General.

No. 202.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following resignation and appointment:

I. The resignation of Juan A. Lliteras as chief of the section of registries and notarial affairs, having been submitted, is hereby accepted.

II. Cirilo Pouble is herely appointed chief of the section of registries and notarial affairs, vice Juan A. Lliteras, resigned.

J. B. HICKEY,
Assistant Adjutant-General.

No. 203.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 18, 1900.

The military governor of Cuba directs me to announce the following appointments:

The herein-named persons are hereby appointed trustees of the city hospital and orphan asylum of Cienfuegos: Alfredo Vila, Joaquin de la Torriente, Agustin Goytisola, Luis Perna, Alejandro Bouyon, Francisco Silva, and Luis M. Morell.

J. B. HICKEY,
Assistant Adjutant-General.

No. 204.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 19, 1900.

By direction of the Secretary of War, the military governor of Cuba directs the publication of the following order for the information and guidance of all concerned:

In order No. 198, headquarters Division of Cuba, Habana, May 12, 1900, section 152 of the Customs Tariff therein promulgated, by typographical error, reads as follows:

152. Paper, continuous or in sheets, white or colored, unprinted, for printing purposes, T. (Disp. III, Rule 5)........100 kil.. $2.00

Said section 152 should read as follows:

152. Paper, continuous or in sheets, white or colored, unprinted, for printing purposes, T. (Disp. III, Rule 5)........100 kil.. $4.00

By a similar typographical error section 164 reads as follows:

164. Paste and carton-pierre:
(*b*) Wrought, finished or not, including moldings, T. (Disp. III, Rule 5)........kilog.. $15.00

Said section 164 should read as follows:

164. Paste and carton-pierre:
(*b*) Wrought, finished or not, including moldings, T. (Disp. III, Rule 5)........100 kil.. $15.00

J. B. HICKEY,
Assistant Adjutant-General.

No. 205.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agriculture, commerce, and industries, directs me to announce the following resignations and appointment:

I. The resignations of Jesus Rabi and Agustin Cebreco, as provincial inspectors of forests of the districts of Bayamo, Manzanillo, and Holguin, and Santiago de Cuba, Baracoa, and Guantanamo, respectively, having been submitted, are hereby accepted.

II. Pedro Vazquez is hereby appointed provincial inspector of the Bayamo, Manzanillo, and Holguin districts, in the province of Santiago de Cuba, vice Jesus Rabi, resigned.

J. B. HICKEY,
Assistant Adjutant-General.

No. 206.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Full pardon of the unexpired time of sentence is hereby granted to the following prisoners: (1) Manuel Casals Freire, (2) Isidro Menendez Pereira, and (3) Juan Martinez Sanchez, who are in the presidio of Habana. The secretary of justice will institute measures to set the aforementioned persons at liberty at once.

II. Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

J. B. Hickey,
Assistant Adjutant-General.

No. 207.

Headquarters Division of Cuba,
Habana, May 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

It having been apparent for some time that in many of the studies pertaining to the schools of sciences and philosophy and belles-lettres of the University of Habana no students have been inscribed, and as there is no immediate prospect of such inscription being made, it is not deemed proper to longer continue on the active list the professors, assistant professors, and professional assistants charged with the conduct of these studies, such action entailing an unwarrantable expense upon the state.

Therefore, it is hereby ordered that from the date of the publication of this order all professors, assistant professors, and professional assistants in whose courses less than five students are already inscribed will be suspended from pay and allowances, if any, pending the reorganization of these schools of the university and the enrollment of a sufficient number of students to warrant their reassignment to active duty.

Nothing in this order shall be construed as depriving any professor, assistant professor, or professional assistant of such claim to the position as he may have legally obtained.

The secretary of public instruction is charged with the execution of this order.

J. B. Hickey,
Assistant Adjutant-General.

No. 208.

Headquarters Division of Cuba,
Habana, May 20, 1900.

In order to solve matters of doubt submitted by the president of the audiencia of Habana, as to the construction of order No. 163, April 20, 1900, in reference to contencioso-administrativo proceedings, and also that all administrative matters be finally settled by the authorities of the island of Cuba, the military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. All questions now pending, or which may hereafter arise, in accordance with the laws in force governing contencioso-administrativo affairs, against decisions other than those rendered by the military governor of the island since January 1, 1899, to wit: those rendered by the Spanish authorities prior to that date, or by the military governor of Habana, or by the secretaries of the military governor of the island, or the civil governors, will continue to be under the jurisdiction of the audiencia of Habana, or of the supreme court, as the case may be, inasmuch as the purpose of order No. 163 is limited to the prevention of such appeals against the decisions of the military governor of the island, rendered after January 1, 1899.

II. An administrative council is hereby established to consist of the secretary of justice, the president, and the fiscal of the supreme court, to which shall be submitted by the military governor of the island such matters of administrative character (contencioso-administrativo) as he may have to decide, either directly (new cases) or by reason of appeals against decisions already rendered by the military governor of the island by the interested parties themselves, provided the latter request that such decisions be revised.

III. No other appeal against the decisions of the military governor will be admitted than that of revision by the administrative council. Said appeals may be established by the interested parties within a period of forty days from the publication of this order in the Gazette, for cases already decided, or from the date the parties are notified of the decision in all cases occurring hereafter.

IV. This council may hear the plea of the respective parties in whatever manner it shall deem convenient, whether orally or in writing, but it must render a decision within a period not to exceed two months, without granting the parties any recourse, as the report of the council must be addressed to the military governor of the island, who can only disregard the findings of the administrative council, as set forth in their report, by rendering a decision with a statement of reasons for such action, and said decision shall be published in the Gazette of Habana, together with the report of the council or the reports of its individual members, among which reports the military governor will choose freely.

V. So much of order No. 163 is hereby modified as may not conform to the present order, and all laws or parts thereof in conflict with this order are hereby revoked.

J. B. Hickey,
Assistant Adjutant-General.

No. 209.

Headquarters Division of Cuba,
Habana, May 22, 1900.

The military governor of Cuba directs the publication of the following amendment to Order No. 127, March 26, 1900, from these headquarters:

Paragraph II, section (*b*) of said order is amended to read as follows:

"(*b*) or deposited to the order of the treasurer in authorized depositories for convenience in payment to disbursing officers of amounts of such duly authorized warrants as may be drawn by the auditor in favor of disbursing officers, as one or the other of said methods of procedure shall be from time to time directed by the treasurer of the island of Cuba."

J. B. Hickey,
Assistant Adjutant-General.

No. 210.

Headquarters Division of Cuba,
Habana, May 23, 1900.

The military governor of Cuba directs the publication of the following order:

Upon the recommendation of the secretaries of the various departments of the government and after careful consideration of the present situation, the military governor orders that the following shall be the salaries paid the municipal alcaldes and secretaries throughout the island, commencing June 1, 1900. The amounts herein specified will be paid in United States currency. The amounts paid in each municipality will be in exact accordance with the terms of this order, which will continue in force, unless modified in special instances, until such time as the municipalities shall be self-supporting.

The limitations of salaries hereby made are rendered necessary by the fact that all the municipalities in question are receiving extensive financial assistance from the general government, and it is believed that the municipalities should be made to economize to the greatest extent possible in the municipal salary list in order that a portion of the burden now carried by the state be assumed by the municipalities.

	Mayor.	Secretary.	Private secretary.
PROVINCE OF HABANA.			
Habana	$6,000.00	$3,600.00	$1,800.00
Marianao	1,200.00	720.00	....
Bauta	720.00	600.00	....
El Cano	500.00	360.00	....
Guanabacoa	1,500.00	900.00	....
Managua	600.00	600.00	....
Regla	1,500.00	900.00	....
Santa Maria del Rosario	1,200.00	720.00	....
Jaruco	1,200.00	1,000.00	....
Aguacate	600.00	500.00	....
Bainoa	500.00	480.00	....
Guara	250.00	250.00	....
Santa Cruz del Norte	1,000.00	600.00	....
San Nicolas	1,000.00	600.00	....

	Mayor.	Secretary.	Private secretary.
PROVINCE OF HABANA—continued.			
San Jose de las Lajas	$500.00	$480.00	
Nueva Paz	600.00	480.00	
Tapaste	400.00	360.00	
San Antonio de los Baños	1,500.00	1,000.00	
Alquizar	900.00	720.00	
Ceiba del Agua	400.00	360.00	
Guira de Melena	1,000.00	720.00	
Vereda Nueva	350.00	300.00	
Bejucal	1,000.00	720.00	
Batabano	750.00	700.00	
Quivican	400.00	360.00	
Santiago de las Vegas	1,000.00	1,000.00	
Isla de Pinos	1,000.00	800.00	
La Salud	500.00	480.00	
San Antonio de las Vegas	720.00	600.00	
San Felipe	400.00	360.00	
Guines	1,200.00	1,000.00	
Santa Catalina	480.00	400.00	
Madruga	800.00	600.00	
Melena del Sur	600.00	480.00	
PROVINCE OF PINAR DEL RIO.			
Pinar del Rio	1,300.00	1,000.00	
Consolacion del Norte	800.00	600.00	
Consolacion del Sur	600.00	500.00	
San Juan y Martinez	600.00	500.00	
San Luis	600.00	500.00	
Vinales	800.00	600.00	
Guane	800.00	600.00	
Mantua	300.00	300.00	
San Cristobal	800.00	500.00	
Candelaria	600.00	400.00	
Los Palacios	600.00	480.00	
San Diego de los Baños	300.00	300.00	
Guanajay	1,200.00	1,000.00	
Artemisa	750.00	600.00	
Bahia Honda	600.00	480.00	
Cabañas	700.00	600.00	
Mariel	800.00	600.00	
PROVINCE OF PUERTO PRINCIPE.			
Puerto Principe	2,400.00	1,800.00	
Nuevitas	1,000.00	800.00	
Santa Cruz del Sur	600.00	400.00	
Ciego de Avila	1,000.00	800.00	
Moron	600.00	400.00	
PROVINCE OF MATANZAS.			
Matanzas	2,400.00	1,800.00	
Canasi	600.00	400.00	
Guamacaro	500.00	400.00	
Santa Ana	500.00	400.00	
Cardenas	1,800.00	1,200.00	
Carlos Rojas	600.00	400.00	
Marti	600.00	400.00	
Maximo Gomez	600.00	400.00	
Jovellanos	1,000.00	800.00	
Alacranes	1,000.00	800.00	
Bolondron	800.00	600.00	
Cabezas	500.00	400.00	
Union de Reyes	600.00	480.00	
Sabanilla	500.00	480.00	
Colon	1,000.00	800.00	
Cuevitas	600.00	480.00	
Macagua	400.00	360.00	
Macuriges	720.00	500.00	
Palmillas	400.00	360.00	
Perico	400.00	360.00	
Roque	400.00	360.00	
San Jose de los Ramos	400.00	360.00	
Jaguey Grande	720.00	500.00	
PROVINCE OF SANTA CLARA.			
Santa Clara	1,500.00	1,200.00	
La Esperanza	800.00	500.00	
Calabazar	400.00	250.00	
Ranchuelo	800.00	500.00	
San Diego del Valle	500.00	480.00	
San Juan de las Yeras	600.00	480.00	
Sagua la Grande	1,500.00	1,000.00	
Ceja de Pablo	500.00	480.00	

	Mayor.	Secretary.	Private secretary.
PROVINCE OF SANTA CLARA—continued.			
Cifuentes	$600.00	$480.00	
Quemados de Guines	600.00	480.00	
Rancho Veloz	600.00	480.00	
Santo Domingo	800.00	600.00	
Remedios	1,200.00	800.00	
Caibarien	800.00	700.00	
Camajuani	800.00	700.00	
Placetas	800.00	700.00	
Yaguajay	800.00	700.00	
Vueltas	600.00	480.00	
Cienfuegos	2,400.00	1,800.00	
Los Abreus	600.00	480.00	
Cruces	600.00	480.00	
Cartagena	600.00	480.00	
Palmira	600.00	480.00	
Rodas	800.00	600.00	
San Fernando	600.00	480.00	
Santa Isabel de las Lajas	600.00	480.00	
Trinidad	1,200.00	900.00	
Sancti Spiritus	1,200.00	900.00	
PROVINCE OF SANTIAGO DE CUBA.			
Santiago de Cuba	2,400.00	1,800.00	
San Luis	1,000.00	360.00	
Caney	600.00	480.00	
El Cobre	500.00	480.00	
Alto Songo	500.00	480.00	
Palma Soriano	600.00	480.00	
Guantanamo	1,200.00	800.00	
Sagua de Tanamo	800.00	600.00	
Manzanillo	1,500.00	1,000.00	
Campechuela	600.00	480.00	
Niquero	600.00	480.00	
Bayamo	1,000.00	480.00	
Jiguani	800.00	600.00	
Holguin	1,200.00	1,000.00	
Puerto Padre	1,200.00	600.00	
Gibara	1,200.00	1,000.00	
Mayari	800.00	600.00	
Baracoa	1,000.00	800.00	

J. B. HICKEY,
Assistant Adjutant-General.

No. 211.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 23, 1900.

Inasmuch as the proposed charter for the city of Habana, recently submitted to the military governor of the island, calls for certain modifications of the existing electoral law, and further, as many requests have been made that the electoral law be modified to comply with the general principles laid down in the proposed charter, the military governor of Cuba issues the following order:

I. The municipal district of Habana is hereby subdivided, for the purpose of the municipal elections, into six electoral districts in the following manner:

(*a*) The first four electoral districts will respectively embrace the first four municipal districts which appear in the regulations of the district, as follows:

The first district will embrace the wards of Templete, Casa Blanca, San Felipe, Santo Cristo, San Juan de Dios, Angeles, San Francisco, Santa Clara, Santa Teresa, Paula, and San Isidro.

The second district will embrace the wards of Punta, Colon, Monserrate, San Leopoldo, and San Lazaro.

The third district will embrace the wards of Tacon, Dragones, Marte, Guadalupe, and Penalver.

The fourth district: The Arsenal, Ceiba, Jesus Maria, Vives, and San Nicolas wards.

(*b*) The Chavez, Pilar, Atares, Pueblo Nuevo, Principe, and Vedado, and Villanueva wards will form the fifth electoral district; and

(*c*) The sixth electoral district will be formed by the Jesus del Monte, Luyano, Arroyo Apolo, Cerro, Puentes Grandes, Arroyo Naranjo, and Calvario wards.

II. In each district there shall be as many voting places as provided for in Article XVII of Order No. 164, April 18, 1900.

III. Each electoral district will nominate four councilmen.

IV. Each voter is permitted to vote but for three councilmen, one correctional judge, and three municipal judges.

V. The mayor, the municipal treasurer, and likewise the municipal and correctional judges, will be voted for at the same time in all the municipal district of Habana.

VI. Article XII of Order No. 164, as applied to the municipal district of Habana, is modified as follows: No person shall be a candidate for the office of councilman in the municipality of Habana unless there shall have been presented to the municipal alcalde a nomination of such person, stating the office for which he is to be a candidate, signed by at least 100 registered voters of the electoral district in which he is nominated.

For the designation of the other offices the provisions of Article XII will remain in force.

VII. The time granted for the presentation to the municipal alcalde of the certificates of nomination of candidates is hereby extended for the municipal district of Habana to 12 o'clock of the morning of June 1, 1900.

VIII. Twenty-four hours after presenting the petitions to which the previous article refers the mayor of each municipality will forward to the civil governor of the province a certified list with the names of all the candidates properly designated in his district, stating the office for which they are designated. The mayor of Habana will forward a certified list containing the names of the councilmen, stating the districts that have designated them.

IX. The civil governor of Habana, bearing in mind the designation of councilmen by district to which this order refers, will cause the necessary ballots to be printed.

X. The secretary of state and government will verbally or in writing solve any doubts that may arise in consequence of this order.

XI. The municipal mayor of Habana will solve the doubts arising about the boundaries of the wards and districts of Habana.

J. B. HICKEY,
Assistant Adjutant-General.

No. 212.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 23, 1900.

The military governor of Cuba directs the publication of the following order:

The vouchers for payment of clerks of registration and election referred to in Order No. 188, series of 1900, these headquarters, will, after being made out on "Form of finance department" and certified to by the chairman of the respective board, be sent to the mayor of the municipality, who will certify to the barrio in which the service was rendered, giving also the number of barrios in the municipality. The vouchers will also bear the seal of the municipality. They will then be sent to the secretary of state and government, who will forward them to these headquarters after the election is completed for payment.

J. B. HICKEY,
Assistant Adjutant-General.

No. 213.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 25, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Two correctional courts are hereby created in Habana and one in the municipal districts of Matanzas, Cardenas, Cienfuegos, Santa Clara, Santiago de Cuba, and Puerto Principe.

As a result of the above the following courts shall be suppressed from the date of the constitution of the above-mentioned correctional courts:

In Habana, two courts of primera instancia é instrucción and two municipal courts.

In Matanzas and Santiago de Cuba, one court of primera instancia é instrucción and one municipal court each.

The correctional courts of third class mentioned in Article I of Order No. 214, of May 25, 1900, will be established in future in such towns as necessity may indicate.

II. The correctional judge shall have jurisdiction to try and to punish all misdemeanors termed faltas, and to try and to punish all delitos which are hereinafter mentioned, and to sit as a committing magistrate in all other delitos.

THE COMPLAINT.

III. The trial before correctional courts will begin with a statement of the complaint, and in each court there will always be kept blank forms of complaint drawn up as follows:

Island of Cuba. Municipal district of ——— ———.

——— ———, being duly sworn, says that he resides at ——— ———; that on the ——— ——— day of ——— ———, 19——, one ——— ——— did unlawfully and knowingly violate laws, in that he ——— ———. (Signed).

Subscribed and sworn to before me this ——— ——— day of ——— ———, 19——.

IV. A complaint may be made before any judge of a correctional court that a person has committed an offense against the person or property of another. On the receipt of such complaint the judge shall examine the complainant on oath, together with any witnesses he may produce, and he shall take the declarations in writing and cause them to be subscribed to by the parties making them. If it appears from the declarations that there is just reason to believe in the commission of the offense by the person so complained of, the judge shall issue a warrant directed to any officer of police, stating the substance of the complaint, and commanding the officer to arrest the person complained of and to bring him before the court. If, upon hearing the testimony of all parties, it appears that there is no just reason to believe in the commission of the offense said to have been committed, the judge must discharge the person complained of. If, after such hearing, there is just reason to believe in the commission of the offense, the person complained of may be required to give bond in such sum, not exceeding $500, with one or more sureties, as the judge may direct, to keep the peace toward the people and particularly toward the complainant. This bond shall be valid and binding for a period of six months, and upon the renewal of the complaint a new bond may be required.

V. When such undertaking is given, the person informed of must be discharged. If the bond be not given, the judge must commit him to prison for a period not to exceed thirty days, and specify in the commitment the requirement to give security, the amount thereof, and the omission to give the same. Thereafter, at any time, upon giving the undertaking required the person so committed may be discharged by the judge.

The bond shall be filed with the judge before whom the original complaint was made.

VI. Any person who, in the presence of a correctional judge, assaults or threatens to assault another, or to commit any offense against the person or property of another, or who disturbs the orderly proceedings of such court by loud, angry words, may be ordered by the judge to give security as above provided, and if he refuses or fails to do so he may be committed to prison for not more than thirty days.

VII. Upon the conviction of any person who shall have given security as provided in the preceding articles of any offense involving a breach of the peace, the undertaking shall be considered broken, and by order of the judge before whom the conviction of such offense shall have been had a judgment for the amount of the security shall be forthwith entered.

WARRANT OF ARREST.

VIII. The warrant of arrest shall be drawn up as follows:

Island of Cuba. Municipal district of ——— ———.

The judge of ——— ——— to any officer of police within the island of Cuba:

Complaint on oath having been this ——— ——— day of ——— ———, 19——, made before me by ——— ———, that the offense of ——— ——— has been committed, and accusing ——— ——— thereof, you are therefore commanded forthwith to arrest the above-named ——— ——— and bring him before me at ——— ——— (or before the nearest or most accessible correctional judge at which place said ——— ——— may be arrested).

Dated at ——— ——— this ——— ——— day of ——— ———, 19——.

IX. A warrant of arrest so issued may be executed at any place within the island of Cuba by any police officer to whom the warrant may be delivered.

X. If the offense charged is a falta and the defendant is arrested outside of the municipality in which the warrant was issued, the officer making the arrest must, if so requested by the defendant, take him before the correctional judge in the municipality within which the arrest has been made, and such judge must admit the defendant to bail and take bail from him accordingly to secure his appearance before the judge who issued the warrant.

XI. On taking the bail the judge must certify that fact on the warrant, and deliver the warrant with the undertaking of bail to the officer having charge of the defendant. The officer must then release the defendant from custody, and must without unnecessary delay deliver the warrant and the undertaking of bail to the judge who ordered the arrest.

XII. If the offense charged is a delito, the officer making the arrest must take the defendant before the judge who issued the warrant, and must at the same time deliver the warrant to the judge, with a statement of his action in making the arrest indorsed thereon and subscribed to by him.

XIII. The defendant must in all cases be taken before the judge without unnecessary delay, and any attorney at law, entitled to practice in any court of the island of Cuba, may at any time after the arrest of the prisoner, and at the prisoner's request, visit him.

ARREST.

XIV. No person arrested must be subject to any more restraint than is necessary for the arrest and detention in custody of an officer.

XV. A police officer may make an arrest in obedience to a warrant delivered to him, or without a warrant in the following cases:

1. If an offense is committed or attempted in his presence.
2. When the person arrested has committed a delito though not in his presence.
3. When he has knowledge that a delito has in fact been committed, and he has reasonable cause to believe that the person arrested has committed it.

XVI. If the offense charged is a delito, the arrest may be made on any day and at any time of the day or night. If the offense is a falta, except when committed in the presence of the police officer, the arrest can not be made at night, unless upon the special direction of the judge who issues the warrant, which direction must be indorsed by him upon the warrant.

XVII. The officer making the arrest must inform the person to be arrested of the intention to arrest him, of the cause of the arrest, and the authority for making the arrest, except when the person to be arrested is actually engaged in the commission, or in an attempt to commit an offense, or after an escape. If the arrest is made under the authority of a warrant, the warrant must be shown, if the arrested person requires it.

XVIII. Any officer making the arrest shall take from the person arrested any offensive weapons which may be found upon his person and shall deliver them to the judge before whom the prisoner is taken. When an arrest is made without a warrant, the person arrested must be taken without unnecessary delay before the nearest or most accessible correctional judge, and a complaint, stating the charge against him, must be made before such judge, except in cases of arrests for faltas, or when the arrest is made at night, when a superior officer of police may admit the accused to bail for his appearance next day.

XIX. Any correctional judge may verbally order a police officer to arrest any person committing or attempting to commit an offense in the presence of such judge.

XX. Any correctional judge may, by an indorsement signed by him on any warrant of arrest, authorize the service and execution thereof by telegraph, and thereafter a telegraphic copy of such warrant may be sent by telegraph to any police officer in the island, and such copy shall be as effectual in the hands of any such officer as though he had an original warrant issued by the judge making the indorsement; and every judge who causes a telegraphic copy of a warrant of arrest to be sent will make it in duplicate in order that one copy remain in the telegraph office and the other be returned to him by the head of said office, signed and sealed, and with a statement thereon to the effect that the message has been sent.

HEARING OF "FALTAS."

XXI. When the defendant in any original proceedings is brought before the judge on the charge of having committed an offense, the judge must immediately inform him of the charge against him and of his right to the assistance of counsel in every stage of the proceedings. He must also allow the defendant a reasonable time to send for counsel, and for that purpose must postpone the examination, and, upon the request of the defendant, must require a police officer to take a message to any counsel, within a reasonable distance, whom the defendant may name, for which no fee shall be charged.

Nothing herein contained shall be construed so as to prohibit the accused from defending himself in person.

In cases of faltas, any reputable person may be permitted by the court to appear as counsel for the defendant. If the defendant requires the aid of counsel, the judge, immediately after the appearance of counsel, or, if after waiting a reasonable time, no counsel appears, must proceed to examine the case.

XXII. He shall ask the accused whether he is guilty or not of the faltas charged. If the accused acknowledges his guilt, the judge shall pronounce sentence at once, but if he pleads not guilty or abstains from answering, the judge shall proceed to examine the witnesses, all of whom shall be under oath or affirmation to speak the truth, and the prosecuting witness and injured party shall have the right to cross-examine them. On the conclusion of the evidence, the judge shall pronounce sentence or acquit and discharge the accused without delay. The trial shall be completed at one session, unless the judge for good cause, apparent to himself or shown by evidence in behalf of the prisoner, shall continue or suspend the hearing.

XXIII. No suspension of hearing shall be for more than two days at one time, nor more than six in all, unless by consent or on motion of the accused. During such suspension the judge shall admit the accused to bail to an amount not exceeding $100, or in default thereof may commit him to prison.

PROCEEDINGS IN "DELITOS."

XXIV. In the case of a person accused of a delito, the judge shall allow any reputable person to appear as counsel for the defendant. If the defendant requires the aid of counsel, the judge, immediately after the appearance of counsel, or if after waiting a reasonable time no counsel appears, must proceed to examine the case.

XXV. In the case of a person accused of a delito, other than those hereinafter mentioned as being within the jurisdiction of the correctional judge, the judge shall proceed as follows:

He shall ask the accused whether he is guilty or not of the crime as charged, and shall take the evidence presented, and if it appears to the judge that the offense charged has been committed, and that there is reasonable cause to accuse the prisoner of having committed it, the judge shall commit the prisoner to prison, and transmit the case, with a record of all the proceedings thereon, to the judge of instrucción of the district within which the offense has been committed, and shall notify the fiscal thereof. Should it appear to the judge that some other delito than that charged in the complaint has been committed, and there is reasonable cause to accuse the prisoner of having committed it, he shall in like manner transmit the case to the judge of instrucción. If it should not clearly appear that a delito has been committed, or if the judge should not be satisfied that there is reasonable cause to accuse the prisoner, he will likewise transmit the case with a record of the proceedings thereon to the judge of instrucción. Any person accused and held by the correctional judge may by such judge be admitted to bail, to secure his appearance for trial, or in default thereof shall be committed to prison.

XXVI. In cases of the delitos hereinafter mentioned, the accused shall plead guilty or not guilty.

If he pleads guilty, he shall be sentenced forthwith. If he pleads not guilty, he may demand a trial by jury.

THE JURY.

XXVII. The jury that is to decide whether the accused is guilty or not guilty of the delitos pertaining to the jurisdiction of a correctional court shall be selected as follows:

On the 1st of June of each year the alcalde shall post a list of the residents of the chief town of the district and within a radius of 3 miles of it eligible for the office of councilmen. Said list shall remain posted for twenty days in the city hall within access of all who may wish to solicit the addition of certain names thereto or the omission therefrom of the names of persons who may be ineligible to serve on a jury.

After twenty days said list, together with the above-mentioned petitions and accompanying documentary evidence, shall be transmitted to the correctional judge. A committee, presided over by the correctional judge, and composed of two aldermen, appointed by the alcalde, and six citizens, selected by the judge, and the two above-mentioned aldermen, will, by majority of vote, render decision, against which there shall be no appeal, upon all admissions or omissions referred to above.

The list must be definitely prepared in time to be made public on the 1st of July.

After all corrections have been made the names on the list shall be written on cards of the same size, which shall be dropped into a ballot box, bearing the word "eligible," and a statement of the proceedings shall be drawn up and signed by the members of the committee and the clerk of the court.

XXVIII. The following are barred from serving on a jury:

1. Whoever may have been condemned for any crime other than a political one or be subject to criminal proceeding for a like cause.
2. Any person civilly incapacitated.
3. All persons mentally or physically unable to fill the office.
4. Bankrupts not rehabilitated.
5. All persons under 25 or over 70 years of age.

The following are ineligible as jurors:

1. Lawyers, notaries public, doctors, and apothecaries exercising their profession.
2. Public officers receiving salaries.
3. Priests and clergymen of any denomination.
4. Schoolmasters exercising their profession.

XXIX. In order to select the five jurors which shall be necessary in the sessions which the court will hold periodically, in accordance with the number of cases to be tried and decided, the correctional judge shall, in public hearing, extract ten names from the above-mentioned ballot box and read them aloud. The clerk of the court shall copy said names in a statement which he will draw up and sign, together with the judge, and he will that same day notify in writing the persons selected and require them to appear on the third day (excepting Sundays and holidays) from the date of said notification, warning them, moreover, that noncompliance with the summons will be punished with a fine of $15 United States currency, or, in default thereof, with five days' imprisonment, unless they prove satisfactorily, and under oath or affirmation, that failure to appear is due to good and just cause, resting either upon disability or incompatibility, which originated after the formation of the list of jurors, or because of illness, absence, or any other unavoidable circumstance. The names of the persons selected shall be placed in a ballot box, with the word "selected." Whenever there may not be ten ballots in the box marked "eligible," the number can be completed by taking as many as may be required from the box marked "selected," and then all the ballots of this box shall be put into the other. The names of the persons summoned who may not be able to appear for just cause shall be returned to the box of the "eligibles."

XXX. The summons shall be in accordance with the provisions of article 175 of the law of criminal procedure.

The fine referred to in the preceding article will be $30, or, in default of payment thereof, ten days' imprisonment (arresto), for the second offense, and $45, or, in default of the payment thereof, fifteen days' imprisonment, for the third and subsequent offenses.

XXXI. If upon the day and hour appointed less than five jurors appear, the judge shall complete the number with anyone present, or of the neighborhood, who appears on the list of "eligibles" for service on a jury. Before they take their places in the jury box the judge shall make them swear that they are eligible to serve in every respect. If more than five of the ten persons summoned should appear, the extra number shall remain in the court until the judge allows them to retire.

XXXII. The following may be challenged or excuse themselves from serving as juror, at the time the jury meets in court, proof to be on oath or affirmation, the judge to decide summarily:

1. Anyone related by consanguinity or affinity, within the fourth degree, either to the party or parties injured by the crime, or the prosecuting witness or complainant.
2. Anyone who bears to the accused, the injured party, or the prosecuting witness, the relation of attorney or client, guardian or ward, master or servant, landlord or tenant, or lives with said party, or is his clerk or dependent.
3. All who may have a suit pending with the injured party or parties, the accused, or the prosecuting witness.
4. All such who, under any circumstances whatever, may have intervened in proceedings before the trial which might influence the issue of the case.
5. Anyone who is an intimate friend or an avowed enemy of the party or parties injured, the prosecuting witness, or the accused.

XXXIII. Whenever the jury is definitely impaneled the judge will administer the oath or affirmation to all of its members to the effect that they will conscientiously and faithfully true deliverance make, without prejudice or favor, in accordance with the evidence presented in the case.

XXXIV. After the jury take their seats in the jury box none of its members shall speak with any person or persons outside, nor receive any paper or writing until the end of the session and rendering of the verdict.

TRIAL.

XXXV. Trial by jury shall be public, except when reasons of morality require otherwise.

XXXVI. The trial shall open with the reading of the information and proceedings. The judge shall then hear the testimony of the witnesses for the prosecution, who shall be under oath or affirmation to speak the truth. The jury may likewise question said witnesses and the accused. The accused shall be allowed to cross-question the witnesses for the prosecution, who must be examined in his presence. After the testimony for the prosecution has been closed the judge and jury shall hear, under oath or affirmation to speak the truth, the testimony of the witnesses for the defense, and these may be cross-questioned by the complainant, the jury, and the judge. Any other evidence deemed by the judge pertinent to the case shall be then heard. When all evidence is in the prosecuting witness, or the complainant, and then the accused or his attorney, if he has brought any (who may be a lawyer or any reputable person acceptable to the judge), may speak for not more than fifteen minutes each. The last to speak shall be the person civilly responsible, if there be any, and he may do so for a like period of time. The proceedings will end with the summing up of the case by the judge, who will be careful not to express any direct or indirect opinion as to the guilt or innocence of the accused, but will confine his remarks to such explanations to the jury as he may deem necessary concerning the facts and the law, whereupon the trial shall be considered ended.

XXXVII. The jury will retire for discussion, the foreman being the person whose name came out first at the selection of the jury, and will find a verdict of guilty or not guilty. No member of the jury shall abstain from voting on the verdict, and a majority shall prevail. The jury may in its discretion, when it finds a verdict of guilty, recommend the accused to the mercy of the judge.

XXXVIII. If the verdict be "Not guilty," the accused shall be immediately released. If the verdict be "Guilty," the judge will pronounce sentence immediately and impose the penalty upon the accused, stating the civil responsibilities incurred by the latter or by the third parties in the premises. If any witness shall have perjured himself, proper information shall be given to the judge of instruccion and the witness sent to the carcel.

XXXIX. Trial can not be postponed more than six days at a time, nor more than twelve days in all, unless on special cause proven to the judge.

XL. The provisions of articles 392 and following of the penal code, relating to bribery, shall apply to jurors.

"DELITOS" TRIABLE BY THIS COURT.

XLI. The following and their accomplices and accessories, before and after the fact, come within the jurisdiction of the correctional judges with the jury:

1. All those condemned to imprisonment of any kind who escape from confinement while serving sentence. (Rule 3, article 127, of the penal code.)
2. All those placed under surveillance of the authorities who fail to observe the rules prescribed. (Article 127.)
3. All those included in article 233, which is amended to read as follows: "Those who by violence, disorderly conduct, threats, or tumults interrupt or disturb the ceremonies of any religion or denomination within its precincts or cemeteries."
4. All such as may not be included in article 258 who resist the authorities or their agents or grossly disobey them in the performance of the duties of their office. (Article 261.)
5. Those who raise a tumult or grossly disturb order at the hearing of a court of justice; at the public transactions appropriate to any public authority or corporation; at any electoral polling place, offices, or public institutions; at public spectacles or solemnities, or large meetings; and those who raise tumult or grossly disturb order on farms or plantations by refusing to work or by disobeying and resisting the persons charged with their direction or management. (Article 267.)
6. Those who grossly disturb public order to offer an outrage or other wrong to any individual person or prevent him from exercising his political rights. (Article 268.)
7. Those who destroy or injure pictures, statues, or other public monuments of usefulness or beauty. (Article 272.)
8. Those who knowingly make use of canceled tickets or other countermarks from which the cancellation mark has been obliterated. (Second paragraph, article 289.)
9. Anyone receiving counterfeit money in good faith who spends it after knowing it is false, if the amount spent exceeds $25. (Article 297.)
10. Anyone included in the second paragraph of article 342, which shall read as

follows: "Anyone who shall publicly use an assumed name, with the object of concealing any crime, avoiding any penalty, or causing any injury to the state or corporation of public character or to individuals."

11. Anyone who shall publicly and unlawfully wear a uniform or dress belonging to an office which he does not hold, or of a rank to which he does not belong, or of a status not his own; or insignia or decoration that he is not authorized to wear. (Article 344.)

12. Anyone conducting, or who has conducted, an interment contrary to the provisions of the laws and regulations respecting the time, place, and other formalities prescribed for burials. (Article 345.)

13. Anyone violating sepulchers or graves, committing any acts whatsoever which should directly tend to detract from the respect due to the memory of the dead. (Article 346.)

14. Anyone exhuming or transferring human remains in infraction of the regulations and other sanitary provisions. (Article 351.)

15. All those comprehended in article 354 of the penal code, which shall read as follows: "Bankers and proprietors of houses where illicit games are carried on, if they live there, and the principal tenants of said houses, and the players who assemble at the houses referred to, shall be guilty of a delito."

16. The managers or circulators of lottery tickets or unauthorized raffles. (Article 335, first paragraph.)

17. Any expert or witness who voluntarily fails to appear before a court to give testimony when duly summoned to do so. (Article 379, paragraph 2.)

18. All those who cause wounds or injuries not specified in articles 427, 428, 429, and 431, which shall render the injured person unable to work from eight to thirty days, or for a like time require the aid of a physician, and provided they be not injuries inflicted upon parents, ancestors, guardians of person or property, teachers or persons holding public rank or authority, overseers or majordomos. (Article 432.)

19. Those who in any way offend modesty or good habits by acts of grievous scandal or enormity, not expressly included in other articles of the code. (Article 457.)

20. Those who preach or proclaim with publicity and scandal doctrines contrary to public morals. (Article 458.)

21. Those who commit any unchaste abuse, other than seduction, and may be such persons as are indicted in paragraphs 1, 2, and 3 of article 459, and in like circumstances as those mentioned in the aforesaid paragraphs. (Article 459, paragraph 4.)

22. This court shall also have jurisdiction to try and to punish the authors and publishers of all immoral or obscene publications, and also on the complaint of the aggrieved or injured person to try and to punish the authors and publishers of any false, malicious, or scandalous statement, whether printed, written, or oral, which may tend to seriously injure the reputation of another or his or her standing in the community or in professional or official life.

Nothing contained in the foregoing paragraph shall prevent the aggrieved or injured person from making his complaint to any other court in cases where such court may have jurisdiction. (Order No. 152, Paragraph III, Headquarters Division of Cuba, April 10, 1900.)

23. The widow who shall marry before 301 days have elapsed from the death of her husband, or before she is confined if she were with child at the time of his death, and the woman whose marriage should have been declared null and void, if she should marry before the birth of her child, or before 301 days have elapsed from her judicial separation. (Article 495.)

24. Anyone who, except in the cases allowed by the law, apprehends or detains without reasonable motive any person in order to hand him over to the authorities. (Article 502.)

25. Any person who shall induce a minor, but over the age of 7, to abandon the house of his parents, guardians, or persons in charge of him. (Article 505.)

26. Anyone who abandons a child under 7 years of age, without having caused the death of said child, or endangered its life. (Article 506, paragraph 1.)

27. Any person intrusted with the rearing or education of a minor who should place him or her in charge of any public institution, or of another person, without the permission of the party or parties who confided such child to him or, in default of such permission, without that of the public authorities. (Article 507.)

28. Any private individual who shall enter into another dwelling against the will of the tenant thereof. (Article 509.)

29. Any person who shall menace another or his family in regard to their persons, his honor, or property with an injury amounting to a crime, if the threat be not conditional. (Article 512, paragraph 2.)

30. Any person who menaces another with injury not amounting to a crime in the manner expressed in Paragraph I of article 512. (Article 513.)

31. Any person who without lawful authorization shall, with violence, prevent another from doing what is not prohibited by law, or shall compel him to do what he does not wish, be it just or unjust. (Article 515.)

32. Anyone who, with violence, shall appropriate a thing belonging to a debtor in order to pay himself therewith. (Article 516.)

33. Anyone who shall steal seed or nutritious substances, products of the soil (frutos), or wood, not exceeding the value of $15 (article 529), and anyone stealing the same objects or others the whole value of which does not exceed $15, and committing the robbery in the manner mentioned in article 531.

34. Anyone guilty of theft to an amount not exceeding $50. (Article 536, amended.)

35. Anyone who, employing violence or intimidation against persons, or force against inanimate objects, should enter an inclosed property or place where trespass is forbidden, and anyone who, in any place, shall hunt or fish without permission of the owner, employing therefor means forbidden by the ordinances. (Article 537.)

36. Anyone who shall defraud another in the substance, quantity or quality of things he is obliged to deliver to him by virtue of a contract or obligation, if the fraud does not exceed $50. (Article 558, par. 1.)

37. All traders who shall defraud by using short weights or measures in delivering the object of their traffic, if the fraud does not exceed $50. (Article 559, par. 3.)

38. Anyone who shall defraud or injure another by employing any deceit not specified in Articles 558 to 564 inclusive. (Article 565.)

39. All persons who, by spreading false rumors, or by using any other artifice, should succeed in altering the natural prices resulting from free competition in merchandise, stocks, public or private securities, or any other things that are subject to trade. (Article 568.)

40. Anyone who, having devoted himself to the occupation of making loans on pledges, wages or salaries, shall not keep account books wherein are clearly and minutely set down the amounts loaned, the terms and interest of such loans, the names and residences of those who receive them, the nature, quality and value of the articles put in pledge, and the other circumstances that the regulations require. (Article 570.)

41. The pawnbroker who shall not give a receipt for the pledge or security received. (Article 571.)

42. Anyone who causes any injury to property not comprised in articles 586 to 589 inclusive, the value of which exceeds $25. (Article 590, par. 1.)

SERVING SENTENCE.

XLII. Whenever the penalty imposed be that of imprisonment, the judge shall direct immediately the removal of the prisoner to the establishment where the sentence is to be served.

XLIII. If the penalty be a fine, the judge shall direct the clerk of the court to require the prisoner to pay the amount thereof at once; if the prisoner fails to make the payment within three hours, the judge shall order him to be imprisoned as specified in article 632 of the penal code. He may, however, at any time after imprisonment pay the fine and be released; $1 will be deducted from the amount for every day of imprisonment.

XLIV. In case of nonpayment of fines and the other responsibilities in favor of a third party, the person shall be imprisoned for one day for each dollar, but under no circumstances shall the detention exceed the period of six months in cases of delitos nor thirty days in cases of faltas. In case the prisoner should subsequently to his imprisonment decide to pay the fine imposed, he will be credited with $1 for every day he may have served in prison.

GENERAL PROVISIONS.

XLV. The accused may, if he so desires, testify in his own behalf, but must first be advised to tell the truth.

XLVI. No person shall be permitted to testify in a correctional court to any matter or fact not within his own knowledge.

XLVII. In all cases of faltas the judge may impose sentence of not more than 30 days imprisonment, or not more than $30 fine.

XLVIII. In cases of delito within the jurisdiction of the court, the judge may impose sentence of not more than six months imprisonment, nor more than $500 fine, but in case of nonpayment of fine, imprisonment shall be imposed at the rate of one day for each dollar not paid.

XLIX. There shall be no appeals from the sentence of the court, and the judge will exercise his discretion in imposing sentence as to the term of imprisonment or the amount of the fine.

L. The judge shall have the right to issue subpœnas, search warrants, and all process necessary to carry out the business of the court.

LI. In the absence or illness of a correctional judge, the municipal judge shall act as his substitute. In Habana such municipal judge will be designated by the president of the audiencia.

LIMITATION OF TIME.

LII. Prosecutions for such delitos as are within the jurisdiction of the correctional courts to hear and determine, must be begun within two years.

Prosecutions for faltas must be begun within two months.

No time within which the defendant is not an inhabitant of, or usually resident within, the Island of Cuba shall be considered a part of the above periods of limitation.

Proceedings in any criminal case shall be considered to have commenced on the filing of a complaint with the correctional judge.

FINAL PROVISIONS.

1. All proceedings which may be instituted by judges of instrucción and municipal judges for the investigation and punishment of the delitos mentioned in Article XLI of this order and of the faltas, respectively, or which are being actually pursued in places where correctional courts may not be constituted, shall conform to the provisions of the Law of Criminal Procedure.

The proceedings which are awaiting decision before judges and courts, relative to faltas and delitos mentioned in the preceding paragraph, in the places where correctional courts will be established, shall be concluded in accordance with the provisions of the Law of Criminal Procedure.

From the date of the publication of this order the judges and courts shall impose the penalties indicated herein, upon all persons convicted of the faltas and delitos mentioned in the same, and will conform to the above statute of limitations relating to said offenses.

2. In so far as they may not be in conflict with this order, the provisions of the Law of Criminal Procedure shall be complimentary to it, wherever they may be applicable.

3. All existing legal provisions in conflict with this order are hereby annulled.

J. B. Hickey,
Assistant Adjutant-General.

No. 214.

Headquarters Division of Cuba,
Habana, May 25, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The correctional courts shall be of first, second, and third class, viz: First class, the two courts in Habana; second class, those of Matanzas, Cardenas, Cienfuegos, Santa Clara, Santiago de Cuba, and Puerto Principe; third class, those established in the future by a new order.

II. To be eligible to office, correctional judges must possess the qualifications specified in Article XXXVII of order No. 41, 1899, creating the supreme court.

III. While holding office, correctional judges must not exercise the professions of lawyer or notary public.

IV. In every correctional court there shall be a secretary (clerk of the court) having the same qualifications for office as the judge, except that of being a lawyer.

V. Courts of first class shall be organized as follows:

	Per annum.
1 correctional judge, at	$3,000
1 secretary, at	1,500
2 deputy clerks of the court, at $1,000 each	2,000
2 other clerks, at $600 each	1,200
1 porter, at	300
1 alguacil, at	360

VI. Courts of second class shall be organized as follows:

	Per annum.
1 correctional judge, at	$2,400
1 secretary (clerk of the court), at	1,200
1 deputy clerk of the court, at	720
2 other clerks, at $450 each	960
1 alguacil, at	800
1 laborer, at	240

VII. The rent of buildings or parts thereof occupied by correctional courts and their installation shall be paid for by the State.

VIII. For expenses of material, courts of first class are granted $300; courts of second class, $250 per annum.

IX. Municipal courts existing at present in towns other than chief towns of municipal districts shall be surpressed upon the date of the enforcement of this order, transferring temporarily the archives and other property of said courts to the respective courts of primera instancia é instrucción. In their place, but solely for the civil registry, the judge of primera instancia, upon the recommendation (one for each office) of the municipal judge of the district, shall appoint registry clerks, who will exercise their functions under the supervision of the municipal judge, to whom they will transmit the registration records whenever the books containing same are filled.

X. Said registry clerks shall receive $30 monthly, with an additional $10 for the payment of an assistant, whenever needed.

XI. In the towns referred to in Article IX, parties contracting marriage may, after fulfilling the preliminary requirements, elect whether to celebrate it in the corresponding municipal court or wait for the bimonthly visit which the municipal judge must make through said district.

XII. All laws or orders or parts thereof in conflict with the provisions of this order are hereby revoked.

XIII. The provisions of this order will go into effect on July 1, 1900.

J. B. Hickey,
Assistant Adjutant-General.

No. 215.

Headquarter's Division of Cuba,
Habana, May 25, 1900.

The military governor of Cuba directs the publication of the following order:

Hereafter all contracts payable with or from island funds will be executed in quintuplicate, viz: One copy for the contractor, one for the contracting officer, one for the auditor of the island of Cuba, one for the chief of the bureau to which the contract pertains, and one for file at headquarters division of Cuba.

The copy intended for the headquarters division of Cuba will be sent thereto by the officer making and signing the same, as soon as possible after the contract has been signed and approved, and within thirty days, together with bids, offers, and proposals made by persons to obtain the contract, and with a copy of the advertisement; all of which will be fastened together by ribbon and seal, and numbered in regular order, with the affidavit of the contracting officer appended, in the following form: I do solemnly swear that the copy of the contract hereto annexed is an exact copy of a contract made by me personally with ——— ———; that I made the same fairly, without any benefit or advantage to myself or allowing any such advantage or benefit corruptly to the said ——— ———, or any other person, and that the papers accompanying include all those relating to said contract, as required by the terms of order No. 215, headquarters division of Cuba, dated May 25, 1900.

J. B. Hickey,
Assistant Adjutant-General.

No. 216.

Headquarters Division of Cuba,
Habana, May 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agriculture, commerce, and industries, directs the publication of the following order:

I. Notice is hereby given to all persons in legal possession of letters patent registered in Madrid, Spain, and extended to the island of Cuba, to exhibit the duplicates of models, plans, and specifications of their patents, or an authenticated copy of the same, together with a certificate that they are in force in Spain, in accordance with section 5 of the royal decree of May 14, 1880, within six months from the date of this order, in order to protect them from pending infringements.

II. American patents already forwarded for registration and those that may hereafter be forwarded will at once be entered in the special register in the office of the secretary of agriculture, commerce, and industries, conditionally, reserving the decision in regard to the definite inscription, or absolute rejection of such as are determined to be infringements in accordance with the proofs obtained, within the period of six months, as provided in Paragraph I of this order; upon the expiration of which period the inscription will be made in full, leaving to the parties concerned, after that date, the right of settling their differences before courts of justice.

J. B. HICKEY,
Assistant Adjutant-General.

No. 217.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Anyone who maltreats any animal, either by subjecting it to excessive work or by treating it in an improper manner, shall be punished by imprisonment for a period not exceeding five days, or by a fine of not more than $25. The amount of weight that may be transported in vehicles or by each animal shall be fixed by each municipality.

II. Anyone who cruelly beats, tortures, injures, maims, or kills any animal, whether wild or tame, and whether belonging to himself or to another, shall be punished with imprisonment for a period of not less than five days nor more than fifteen, or by a fine of not less than $5 nor more than $50. The same penalty shall be imposed upon any person who permits or procures in any way the commission of the acts above mentioned.

III. The penalty provided for in Article II shall also be imposed upon any person who, being the owner, possessor, or having charge or custody of a maimed, diseased, disabled, or infirm animal, abandons it or leaves it to die in a street, road, or public place, or who allows it to remain more than three hours in a street, road, or public place after he receives notice that said animal is left there disabled.

Any agent or officer of the municipal or rural police, or of any incorporated society for the prevention of cruelty to animals, may lawfully destroy or cause to be destroyed, any animal found abandoned and not properly cared for which appears, in the judgment of two reputable citizens called by him to view the same in his presence, to be glandered or diseased past recovery for any useful purpose. Whenever the nature of the disease is such as to involve danger, the agent or officer may destroy the animal without consulting the above-mentioned citizens.

IV. In transporting animals or cattle, railroad companies are charged not to overload the cars, nor continue their confinement in cars for a longer period than twenty-four consecutive hours without unloading the same for rest, water, and feeding, nor shall such animals be kept without water and feeding for over ten consecutive hours. A railway company or an owner, agent, consignee, or person in charge of the animals or cattle, who commits any of the above acts or allows them to be committed shall be subject to a penalty of not less than $25 nor more than $250. Said penalty shall be not applicable whenever the unloading of the animals or cattle for rest, water, or feeding may have been unavoidably prevented; nor shall the foregoing provision in regard to the unloading of the animals be applied whenever they are carried in cars in which they can and do have proper food, water, and space for rest.

In estimating such confinement, the time during which the animals have been confined on the connecting roads from which the animals have been received must be computed. If the owner, agent, consignee, or other person in charge of such animals refuses or neglects, upon demand, to pay for the care or feed of any animals while unloaded or rested, as hereinbefore specified, the railway company or other carriers thereof may charge the expenses thereof to the owner or consignee, and shall have the right to retain said animals as a lien until the aforesaid expenses are paid.

V. A person who in any way is a witness of or aids or cooperates in the furtherance of any fight between cocks or other birds, bullfights, or fights between other animals, which may be premeditated by anyone owning or having custody of said birds or animals, shall be punished by a fine not less than $10 nor more than $500, or by imprisonment for a period not less than one month nor more than six.

VI. Any person violating the laws with regard to cruelty to animals may be arrested and handed over to the proper authorities for trial and punishment.

Whenever any person arrested is, at the time of said arrest, in charge of any animal or of any vehicle drawn by or containing any animal, the police officer or officers making the arrest may take charge of such animal and of such vehicle and its contents and deposit same in some safe place of custody, and all necessary expenses incurred in the care of such property shall be charged to the owner of same.

VII. It shall be the duty of all mayors, assistant mayors, municipal police and rural guards to see to the strict enforcement of the provisions of this order, and failure to do so on their part shall subject them to the same penalty as the offender of the provisions of the order; provided, however, that said penalty shall not extend to imprisonment.

VIII. The officers or agents of any duly incorporated society for the prevention of cruelty to animals shall have power to make arrests of any persons violating the provisions of this order, immediately turning them over to the possession of the police or rural guard for the corresponding punishment. But such officers or agents must, for purposes of identification, wear the authorized badge of that society, or exhibit evidence of their authority to act as officer or agent thereof.

IX. A second or further violation of any of the provisions of this order will be always punished with imprisonment, except where fine alone is provided for, in which case the maximum fine shall be imposed.

J. B. HICKEY,
Assistant Adjutant-General.

No. 218.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 28, 1900.

The military governor of Cuba directs the publication of the following order:

So much of the order of the secretary of public works published in the Gazette of Habana dated February 1, 1900, as purports to annul any contract between the "Cuban and Pan-American Express Company" and the United Railways of Habana is declared to be without effect.

J. B. HICKEY,
Assistant Adjutant-General.

No. 219.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 28, 1900.

The military governor of Cuba directs the publication of the following order:

For the present year, 1900, only, and for the purposes indicated in the second paragraph, Article XXVII, order No. 213, May 25, 1900, the date mentioned in said paragraph is hereby changed to read June 20, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 220.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 28, 1900.

For the information and guidance of all concerned, the military governor of Cuba, upon the recommendation of the secretary of public works, directs the publication of the following regulations for the government of the department of public works; and all provisions, orders, or laws, or parts thereof, in conflict with these regulations are hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

REGULATIONS FOR THE GOVERNMENT OF THE DEPARTMENT OF PUBLIC WORKS.

Par. 1. The department of public works shall consist of a secretary, a director-general, and such number of district engineers and of other employees as the nature and extent of the works in hand may require, and as may be authorized from time to time by higher authority.

Par. 2. The secretary of public works shall have his headquarters at the seat of government, and shall be charged, under the direction of the governor of the island, with the control of the department of public works, and with the regulation of the duties of all persons who may be employed by the department. By virtue of this authority he directs the affairs of the department, and gives such orders to all individuals connected therewith as the necessities of the service demand.

Par. 3. He shall supervise all disbursements made by officials of the department, and his approval of their accounts, so far as relates to the necessity or expediency of the expenditure and the prices paid, and his certificate that the mode of expenditure adopted, under the laws and regulations from higher authority, was the most economical and advantageous to the government, shall be final. If the disbursing official certifies that the mode of expenditure adopted was the most economical and advantageous to the government, the certificate of the secretary of public works to that effect may be omitted, and will be covered by the approval of the secretary of public works indorsed on the account current.

Par. 4. Public funds for the use of the department of public works shall be obtained from the treasurer of the island on requisitions from the secretary of public works, approved by the governor. Such requisitions shall state the amount desired, the appropriation from which it comes, the depository, or depositories, in which the money shall be placed, and the name of each official to whose credit it is to be deposited.

Par. 5. The secretary of public works will see that the funds in the hands of a disbursing officer are limited to his requirements for a brief period, and that as much as practicable of public moneys placed to his credit is kept with the treasurer of the island, or with a designated depository of public funds.

Par. 6. The secretary of public works will cause each account current, with its accompanying papers, to be examined and transmitted to the auditor for the island, with his decision indorsed thereon, within ten days from the date on which such account was received at his office. He will bring to the notice of the governor of the island all matters of account that require or merit it. When a suspension or disallowance is made the secretary will notify the official held responsible that he may have an opportunity to submit explanations or take an appeal to the governor.

Par. 7. As soon as possible after the receipt of a property return by the secretary of public works it will be examined in his office, and the official making the return will be notified of all errors and irregularities found therein, and granted three months to correct them. Suspensions or disallowances will not be made on account of slight informalities, which do not affect the validity of a voucher, but the official's attention may be called to them. Whenever the errors have been corrected or compensation has been made for deficient articles, the return will be regarded as settled, and the official who rendered it will be notified accordingly.

Par. 8. If the necessary corrections in the return be not made within the prescribed time, the facts will be reported to the governor. When it has been determined that the money value of the property, for which an officer has failed to account, shall be refunded to the government, the facts will be certified to the auditor for the island by the secretary of public works.

Par. 9. The secretary of public works shall present to the governor of the island, on or before the 1st day of September in each year, a report of the operations of the department for the year ending on June 30 preceding, with such suggestions relative to its affairs as he may deem expedient, accompanied by an estimate of funds required for the service of the department for the ensuing year.

Par. 10. The secretary of public works shall, from time to time, personally inspect the public works under the charge of his department, under the authority of the governor of the island.

Par. 11. The secretary of public works shall determine the extent of office room and furniture therefor required for employees of his department, when the expenditure is to be made from appropriations controlled by the department.

Par. 12. The director-general of public works shall be the principal assistant of the secretary of public works. He shall act as secretary of public works in the event of death or disability of the secretary or of his absence from the seat of government, provided, however, that in the event of the disability of the secretary or his absence from the seat of government, written authority must be given by the governor of the island to enable the director-general to act as secretary. The director-general of public works shall be ex officio chief inspector of railways and shall perform such other duties as may be assigned to him from time to time by the secretary.

Par. 13. There shall be attached to the headquarters of the secretary of public works as many officials as the service of his department may require and through whom the secretary may issue orders and instructions.

Par. 14. There shall be such a number of district engineers as the service of the department may demand and as authorized by the governor of the island. Each district engineer shall have his office in a convenient locality within the limits of the district assigned to him. District engineers shall be charged with the preparation and execution of projects for work in their respective districts. They will be held responsible for all public property pertaining to the department and in their charge, and for the proper expenditure of all public funds for works in their charge as regards the objects of the expenditure, the prices paid, and the method of expenditure adopted under the regulations from higher authority, and will render such accounts and returns as may be required. Each district engineer will file with the treasurer of the island a suitable bond in an amount to be fixed by the governor of the island on the recommendation of the secretary of public works and of the secretary of finance.

Par. 15. There will be attached to the office of the secretary of public works and to the office of each district engineer, one chief clerk, who in addition to the other duties assigned to him by his superiors, shall be the disbursing officer for that office. He shall be held responsible for the care of all public funds committed to his charge, and for their disbursement, under the orders of his immediate superior, in accordance with the adopted rules and regulations in so far as regards the amounts paid and the identity of the payee. He shall file a suitable bond with the treasurer of the island in an amount to be fixed by the governor of the island on the recommendation of the secretary of public works and the secretary of finance.

Par. 16. All projects for commencing new works must be submitted to the governor of the island through the secretary of public works for consideration.

Par. 17. When plans of any kind for public work under the department of public works have been approved by the governor of the island or by the secretary of public works, they must not be departed from in any particular without the express permission of the approving official.

Par. 18. Public works in charge of the department of public works shall be inspected at least once a year, and when completed, by such officials of the department as the secretary of public works with the approval of the governor shall designate.

Par. 19. In any work carried on under the direction of the secretary of public works, his authority must be obtained for the erection of temporary wharves and buildings required in the progress of the work—for the purchase of surveying instruments, professional books, maps, and charts, of medicines, of means of transportation of surveying parties, for the rent of office room and purchase of furniture for same, and for the purchase or hire of any vessel or boat, and the application for the authority must state the probable cost to be entailed. Extensive repairs upon any wharf, building, vessel, or boat must first be authorized by the secretary of public works. His authority must also be obtained for the employment and rate of compensation of assistant engineers, scientists, physicians, inspectors, draftsmen, clerks, copyists, overseers, steamboat captains, mates, and pilots. When, from the emergency of the work, antecedent authority has not been obtained, approval after the fact may be given by the secretary of public works at his discretion. In such cases the official making the purchase or procuring the service, in reporting the same to the secretary of public works, shall certify that the emergency of the work was such that the antecedent authority of the secretary of public works could not be obtained.

Par. 20. The repairs of instruments may be made under the direction of the district engineer responsible for them when the exigencies of the service, in his opinion, require it, and the cost thereof charged to the work on which they are in use.

Par. 21. Journeys to be performed by officials of the department on duty connected with public works may be ordered by the secretary of public works or approved by him, when the emergency requiring the journey does not permit of obtaining an order previous to making the journey. In the latter case the official should certify upon the traveling voucher "that urgent public duty required the journey to be performed without previous orders," and the voucher must be accompanied by the approval of the journey by the secretary of public works or of the district engineer responsible, if performed by a subordinate of a district engineer.

District engineers are authorized to order journeys made by their subordinates within their respective districts.

Par. 22. Officials of the department of public works traveling under orders on duty connected with the public works will be paid travel expenses from the appropriations for the work for which the journey is required.

Par. 23. The following books and files for each work will be required to be kept by the official in charge:

1. A cashbook with daily records of receipts and expenditures.
2. An appropriation or allotment book.
3. A roll file showing the name, occupation, time employed, and amount paid to each hired person each month.
4. A file containing a journal of operations showing a daily record of the occupation of the persons employed on the work, the application of their labor, and miscellaneous fact connected with the work; with contract work a record of the quantity of work done by the contractor, daily, if possible, or at such times as the work can be measured, stating daily the number and occupation of men employed, and number and kind of machines used by contractor.
5. A file of letters sent.
6. A file of letters received.
7. A file of orders received..
8. A press copy book of all vouchers paid.
9. A property file.
10. An index will be kept with each book and file.

Par. 24. The following reports and returns for works of the department shall be sent to the secretary of public works by the engineer in charge within ten days after the expiration of the month or quarter to which they relate, viz: Monthly report of operations, monthly return of employees, monthly account current, monthly abstract of disbursements (in duplicate with proper vouchers), monthly abstract of funds received, monthly abstract of funds transferred, monthly abstract of property purchased.

The following returns will be rendered on the first day of the month following that to which they relate: Monthly money statement, monthly personal report.

The following return shall be rendered within twenty days after the quarter to which it relates: Quarterly return of public property.

Property returns must be rendered for the quarter ending June 30 and December 31 of each year. After a complete return has been furnished, if there have been but few changes during a subsequent quarter, it will be sufficient to state these changes for the quarter ending March 31 and September 30.

Par. 25. A report shall also be sent in time to reach the secretary by the 1st of August of each year of the operations on each work or survey during the fiscal year ending June 30 preceding, with the necessary drawings, and showing the condition of the work, the extent and cost of the principal operations (as brickwork, stonework, earthwork, surveys), accompanied by a summary statement of expenditures during he year, with a detailed estimate of the funds required for the next year, and an stimate of the amount required to complete the work.

The report should conclude with a recapitulation, giving a brief of its more important facts and interesting particulars; this should be of such a form that it may be embodied in the annual report of the secretary of public works.

Par. 26. An official of the department, or agent who is in charge of any work of construction or survey, or any operation involving the expenditure of money, shall supervise the disbursement of the money for the same, and when informed of the fund applicable thereto, will furnish the secretary of public works a project for the manner in which it is proposed to apply it with an estimate of the probable monthly expenditures.

MONEY ACCOUNTABILITY.

Public moneys.

Par. 27. The use of moneys for purposes other than those for which appropriated, liquidation of liabilities of one fiscal year by use of moneys appropriated for another, and expenditures in a fiscal year of any sum in excess of appropriations for that year, or involving the government in any contract for future payment of money in excess of appropriations, except as authorized specifically by the governor of the island, are prohibited.

Par. 28. Lists of depositories designated for the use of disbursing officers will be published from time to time in orders.

Par. 29. When an officer disburses money in different capacities, his deposits and accounts will be kept distinct, according to the department to which they pertain.

Par. 30. Public moneys subject to disbursement coming into the hands of an official from any source must be promptly placed by him to his credit with an authorized depository, or transferred to a disbursing officer of that branch of the public service to which the money pertains; in either of which cases a receipt will be obtained. Exceptions to this rule are allowed where a disbursing officer has been specially authorized by the governor to keep in his personal possession, at his own risk, the public moneys which have been intrusted to him for disbursement, and money in hand may be disbursed at once without being placed in depositories if payments are due.

Par. 31. A disbursing officer, ceasing to act as such and having public funds to his credit in any office or bank, will at once inform the treasurer of the island, stating what checks are drawn against the same are still outstanding and unpaid.

Par. 32. All amounts of money held at the end of each fiscal year by the treasurer, an assistant treasurer, or a designated depository, credited to a disbursing officer whose account has remained unchanged, either by deposit or payment, for the space of one year, shall be covered into the treasury, to be placed to the credit of such officer if it is found that he is entitled to the credit.

DISBURSING OFFICERS.

Par. 33. No official disbursing public money, or directing the disbursement thereof, shall be concerned individually, directly, or indirectly, in the purchase or sale of any article intended for, used by, or pertaining to the department of the public service in which he is engaged.

Par. 34. Officials or agents in the government service will not purchase supplies for the government from any other persons in the service, nor contract with any such person to furnish supplies or services to the government, nor make any government purchase or contract in which such person shall be admitted to share or receive benefit.

Par. 35. If any disbursing officer shall bet at cards or any game of hazard, he shall be dismissed.

Par. 36. All funds drawn from the treasury will be placed by the treasurer with the designated depositories to the credit of the person named in the warrant. For each deposit the depository will issue a receipt, setting forth its serial number, the place and date of issue, the name of the depositor, amount, and name of the party receiving the credit. The depository will send one copy of this receipt direct to the treasurer and another copy to the party receiving the credit.

Par. 37. When the treasurer deposits funds to the credit of a disbursing officer, he will notify the disbursing officer, stating to what fund and allotment the money belongs.

TRANSFER OF FUNDS.

Par. 38. Public funds will in general be transferred as follows: The official making the transfer will draw his check, directing the bank to place the said amount to the official credit of the party named therein. This check will be sent to the bank, unless the funds are required for immediate use, in which case the transferring official may draw the check and transmit it direct to the party receiving them. All transfers of funds will be covered by invoices and receipts in duplicate, the invoices stating the allotment or appropriation to which the funds belong. Depositing money to the credit of the treasurer is not a transfer of funds; the treasurer's receipt in this case becomes the voucher.

Par. 39. For every deposit made by one disbursing officer to the official credit of another a receipt will be given by the bank, setting forth its serial number, the place and date of issue, the amount, name of the depositor and of the party receiving credit. In all cases one copy of this receipt will be sent direct to the party receiving the credit and one copy to the depositor.

Par. 40. Funds will not be transferred from one appropriation for the use of another by borrowing or otherwise.

CHECKS.

Par. 41. A disbursing officer may draw his official check in favor of himself "or bearer" for making payments not exceeding $20 to make payments remote from the bank or to cover a pay roll. In all other cases checks will be made payable to "order" or "bearer," and will be drawn in favor of the person, firm, or corporation to whom the payment is to be made.

Par. 42. Each official check of a disbursing officer must state on its face the object or purpose to which the proceeds are to be applied. Such statement may be brief, but must be clear—i. e., "pay roll," adding the place and month; "contract for construction," giving the work, etc. Payment will be refused on all checks when this requirement is disregarded and report of the fact made to the treasurer.

Par. 43. Checks will not be returned to the drawer after payment, but the bank shall furnish the officer with a monthly statement of his official account.

Par. 44. No allowance will be made any disbursing officer for expenses charged for collecting money on checks.

Par. 45. In case of death, resignation, or removal of any disbursing officer, checks previously drawn by him will be paid with funds to his credit, unless such checks have been drawn more than four months before presentation or fraud is suspected, then only upon being approved by the treasurer.

Par. 46. Disbursing officers requiring cash can arrange to obtain it from the collector most convenient, as provided in paragraph 14, regulations from office of the treasurer of the island of Cuba, June 16, 1899, or instruct the bank to forward it. In the latter case shipment by express or post-office money order is authorized. If shipped by express a bill of lading will be issued to cover the same.

OFFICIAL CHECK BOOKS.

Par. 47. Each disbursing officer will make application to the treasurer for an official check book.

Par. 48. The bank will refuse disbursing officer's checks unless drawn on these blanks.

Par. 49. A disbursing officer in opening his first account will furnish the bank with his official signature duly verified by some government official whose signature is known to the bank.

Par. 50. The treasurer will keep a record of all blanks issued and all unused checks will be returned to him. A disbursing officer transferring any blank checks will take a receipt for the same and make report to the treasurer giving the numbers of those transferred and the names of the persons receiving them.

Par. 51. Mutilated official checks will be forwarded to the bank and a record of the date of transmission made on the stub.

METHOD AND TIME OF DEPOSITS.

Par. 52. Hereafter all disbursing officers of the public funds of the island of Cuba will make their deposits with the official public depository where it will be most convenient, the establishment of which has been announced from the office of the treasurer of the island of Cuba.

Par. 53. All deposits will be made to the credit of the "treasurer of the island of Cuba."

Par 54. For each deposit made "a certificate of deposit" in duplicate will be given giving the serial number, place, date, and amount, and the name and official capacity of the depositor. The "original" of the certificate of the deposit will be at once forwarded by the bank to the treasurer of the island of Cuba, at Habana, Cuba, and the "duplicate" will be given to the depositor, who will upon verification send it to the treasurer.

Par. 55. All moneys will be deposited identically as collected, each deposit to be accompanied by a deposit slip (No. 104), setting forth the amount of United States funds, the amount of Spanish gold and the amount of Spanish silver, also the month or months in which such funds were collected, noting the exact amount for each month, which information must be given on the original certificate of deposit.

Par. 56. Each "duplicate" certificate of deposit forwarded to the treasurer by the depositor will contain a statement showing distinctly the source from which the money was derived.

1. If a balance of funds for disbursement, the appropriation and fiscal year will be correctly named.
2. If in refundment of an overpayment, when, by whom, and upon what voucher the overpayment was made.
3. If from stoppages on pay rolls, on account of or damage to property by employees, or on account of sales to them, for which property the depositing official is himself responsible, the character of the property and the date of loss or sale will be given and a reference made to the official's property voucher accounting for the same.
4. If from stoppage on account of loss, damage, or sale of property for which an official other than the depositing official is responsible, the name of the responsible official will be given, with a list of persons from whom deductions were made, stating character of property and amount deducted in each case.

Par. 57. Upon receipt of the "original" certificate of deposit, the treasurer will issue receipts in duplicate in favor of the depositor.

The number, date, and amount of the certificate of deposit together with the specific appropriation, if named, will be noted on the account current upon which the depositor desires to be credited with the money deposited. Certificates of deposit will not be filed with accounts current. Officials will state in such accounts dates of deposits and name and location of depository.

Par. 58. Certificates of deposit must be recorded in the office of the secretary of public works. The "originals," upon their receipt at the treasury, are immediately forwarded to the secretary of public works, who refers them to the proper bureaus to which the deposits pertain for verification and designation of the appropriation.

PROCEEDS OF SALE.

Par. 59. The proceeds of sales of public property, as authorized by paragraphs 120 and 126, shall be deposited promptly to the credit of the treasurer of the island, and by him placed to the credit of the appropriation for the work from which they were derived, to be available for requisition on estimates in addition to the regular appropriation if needed.

Par. 60. The transfer of public property from one bureau or department to another is not regarded as a sale. If money is received therefor it may be used to replace such stores, and will be reported accordingly.

ACCOUNTS.

Par. 61. All persons who are charged with the safe-keeping, transfer, or disbursement of the public moneys shall keep an accurate entry of each sum received and of each payment or transfer, and shall render distinct accounts of the application thereof according to the appropriation under which the moneys may have been advanced to them. Every person who, having received public money which he is not authorized to retain as salary, pay, or emolument, fails to render his accounts for the same, shall be deemed guilty of embezzlement, and shall be fined in a sum equal to the amount of the money embezzled, and shall be imprisoned not less than six months nor more than ten years.

Par. 62. Each official or agent of the department of public works who receives public money which he is not authorized to retain as salary, pay, or emolument shall render his accounts monthly. Such accounts, with the vouchers necessary to the correct and prompt settlement thereof, shall be sent by mail or otherwise to the office of the secretary of public works within ten days after the expiration of each successive month, and after examination they shall be passed to the proper accounting officer of the treasury for settlement.

Par. 64. A separate account shall be kept with each appropriation disbursed. The forms of account current and abstract prepared for this purpose will be used by disbursing officers. The blanks will be procured from the secretary of public works. Accounts current will be made in triplicate, two copies accompanied by two sets of abstracts and one set of vouchers complete, to be forwarded to the secretary of public works within ten days after the end of the month; the other copy, also accompanied by abstracts and vouchers, to be retained by the officer.

Original vouchers will, if possible, accompany the account; copies will not be accepted unless duly certified and accompanied by satisfactory evidence of the loss or destruction of the originals, or that their retention is indispensable to the performance of duty.

With the account will be forwarded all orders of commanding officers and all other papers upon which the official accountable relies to relieve himself from responsibility.

Par. 65. When vouchers are not sent with the account to which they belong, an explanation must be made as to why they were not produced with and included in the proper account.

Par. 66. An error made in an account must be corrected in the next account current of the official after he is informed of the error, and reference will be made therein to the particular voucher in which the error occurred.

Par. 67. In notifying officials of remittances, the secretary of public works will inform them of the amount remitted under each head of appropriation. All officials who make transfers of public funds will pursue a similar course, stating in the invoices and receipts the amount transferred from each appropriation. In the letters notifying officials of remittances, the secretary of public works, in addition to the amount of each appropriation, will give the titles of appropriations to be used in accounts current, abstracts, and vouchers.

Par. 68. Funds received from overpayments previously made will be entered on the account current in the proper column. The entries should show by whom and to whom the overpayments were made, on what account, and refer to the voucher (and abstract).

Par. 69. Funds received from sales will be entered in the proper column on the account current, and will show the fiscal year in which the articles were purchased, if known.

Par. 70. Whenever money is refunded to the treasury the name of the person refunding, and the purpose for which it is done, must be stated.

Par. 71. Receipts for funds disbursed and receipts and invoices of funds transferred will state the place and date of payment or transfer, the name and title of the official from whom the money is received.

Par. 72. Disbursing officers will promptly, at the close of business at the end of each month, make and forward statements showing explicitly where their funds are deposited. Officials will include in the sums claimed to be on deposit only such funds as have been officially credited to them, and of which credit they have been duly informed by the depositary.

Par. 73. When an official is relieved from duty on any work, he shall certify the outstanding debts to his successor, and transmit an account of the same to the secretary of public works. Unless otherwise ordered, he will turn over the public money and property, and the books and papers appertaining to the service from which he is relieved, to his successor.

Par. 74. No official has authority to insure public money or property. Disbursing officers are not authorized to settle with heirs, executors, or administrators except by instructions and approval from the secretary of public works.

VOUCHERS.

Par. 75. When disbursing officers draw checks in payment of accounts on funds placed to their credit with depositaries, they will note upon the receipt taken for such payment the number, date, and amount of the check given in payment and designate the depository upon which it is drawn; and when an account is paid in part by currency, the amount of the same will be stated. The same rule will be observed in regard to invoices of funds transferred.

Par. 76. In all cases of contracts for the performance of any service, or the delivery of articles of any description for the use of the Government, payment shall not exceed the value of the service rendered or of the articles delivered previous to the payment.

Par. 77. Vouchers will be made in duplicate, or, if required, in triplicate, and the number made will be stated on each copy.

Par. 78. The correctness of the facts stated on a voucher and the justness of the account must be certified to by the district engineer.

Par. 79. Every voucher in support of a payment for supplies, or for services other than by the day or month, whether it be made pursuant to a formally prepared contract, an accepted bid, or a purchase without advertising (unless it comes within the excepted cases provided for in the following paragraph), must have attached to it an original bill furnished by the creditor, dated and signed by him or his authorized representative, giving his place of business or residence, and stating (if for supplies furnished) the date of the purchase, the quantity and price of each article, and the amount, or (if for services other than by the day or month) the character of the services, the date or dates on which rendered, and the amount. A voucher so accompanied will be made out in favor of the creditor, giving his address and may state the account in general terms, with the aggregate amount only extended, and the words "as per bill hereto attached," or words of like import, added. Where papers relating to two or more vouchers are required to accompany accounts, they must be filed with the first voucher paid and reference thereto made on the other vouchers. A voucher for services by the day or month must state the nature of the service, the inclusive dates of service, the time for which payment is made, the rate of pay and the amount. When the vouchers are for emergency purchases or services, they will state that the price paid was the lowest market rate, and that the mode of expenditure adopted was the most economical and advantageous to the Government.

Par. 80. When a creditor is unable for any cause to make out his bill, or to have it made out, the disbursing officer must set forth on the voucher all the details of the account, as required for the bill by the preceding paragraph, and must give reasons in full on the voucher why a bill is not furnished. Original bills need not be attached to vouchers in the following cases, viz: Where, under contract, quantities delivered or amounts due are determined by a duly authorized inspector, and his certificate as to the facts is filed with the voucher to which it pertains; where a bill of lading or transportation request accompanies a voucher for transportation services performed under public tariffs; where a voucher is for telegraphic service at fixed rates; where a voucher is for services by the day or month, or where a creditor makes out his bill on a blank form of voucher and certifies to its correctness.

Par. 81. Money amounts will be expressed in terms of dollars and cents. When a fraction of a cent less than one-half occurs in the footing of a voucher it will be disregarded. If the fraction be one-half or greater it will be reckoned as a cent.

Par. 82. A voucher for a purchase, or for services not personal, must have expressed on its face, immediately below the statement of the account, the mode of purchase or engagement, using therefor one of the following notations:

1. Under contract, dated 19
2. Under public notice, dated 19
3. Under oral agreement, without advertising.
4. Under written agreement with (or without) advertising. If by written agreement, a copy of the agreement must accompany the voucher.

Par. 83. The giving or taking of receipts in blank for public money is prohibited.

Par. 84. A voucher for funds disbursed will, before being signed by a public creditor, be made out in full, with place of payment and the name and title of the paying official entered in the receipt, and the exact amount of money written out in words in the receipt. When vouchers are sent by mail for signature the date in the receipt will be left blank, and the check in payment will not be drawn until the vouchers are returned properly signed, when the date of the check will be added to the receipt.

Par. 85. Invoices of, and receipts for funds transferred, will state place and date of transfer, the name and title of the officer from whom the money is received, the kind of funds transferred, and the amount transferred under each head of appropriation. If the transfer is for correction of errors, whether arising upon the settlement of accounts or otherwise, the facts will be noted in detail on both invoice and receipt. The receiving officer or agent will indorse upon the invoice the exact date of the receipt given by him and will file it with the account current on which he acknowledges receipt of the funds. Any discrepancy as to the appropriation, fiscal year, or amount, which may exist between the invoice and receipt when the latter is properly made out will be noted and explained on both invoice and receipt by the officer or agent receiving and receipting for the funds.

Par. 86. Vouchers for payments made, and invoice and receipts for money transferred, will have noted upon them the number, date, and amount of checks given, and the depository on which drawn. If payment is made by currency in part or in whole, the facts will be stated.

Par. 87. Vouchers must be stated in the name of the corporation, company, firm, or person rendering the service, or furnishing the articles for which payment is made.

Par. 88. Payments in currency, or by check to bearer, will not be made to holders of powers of attorney, or of instruments operating as transfers or assignments.

Par. 89. If payment in currency, or by check to bearer, is made to an incorporated or unincorporated company, the money or check must be delivered to and the voucher receipted by a duly authorized official or agent of the company; the receipt must be signed by the company name, followed by the autograph signature of the officer, with his title, or of the agent, to whom the money or check was delivered and the receipted voucher will be accompanied by evidence showing his authority. This evidence will consist of extracts from the articles of incorporation or association, the by-laws, or the minutes of the board of directors, duly certified by the custodian of such records (under the company seal, if there be one), showing that the signer is properly vested with authority to receive and receipt for money due the company.

If payment in currency, or by check to bearer, is made to an individual, or a copartnership doing business under a company title, the receipt must be signed with the company name, followed by the autograph signature of the individual proprietor or of one of the members of the firm, with the words "proprietor" or "one of the proprietors" appended thereto.

If payment in currency, or by check to bearer, is made to a copartnership doing business as such, the receipt must be signed with the usual firm signature by one of the members of the firm, who will be required to append his own signature as "one of the firm."

If payment in currency, or by check to bearer, is made to an individual creditor, the receipt must be signed by him in person.

If payment is made by check to order of any company (incorporated or unincorporated), or firm, or individual, by name, and the fact that the check has been so drawn is stated on the voucher, giving its number, date, amount, and depository on which drawn, the receipt to the voucher may be signed by an officer, attorney, or agent of the company, or by an attorney or agent of the firm or individual, stating the capacity in which he signs, without filing with the voucher evidence of his authority to sign. The disbursing officer in all such cases will deliver the check to such person only as he is satisfied is authorized by the principal to receipt the voucher and receive the check.

Par. 90. Receipts for small sums for occasional service paid to corporations, such as railroad, telegraph, turnpike, transfer, express, steamboat, hotel, newspaper, and ice companies, may be signed by the local agent in charge of the business of the company at the place where the service is rendered, or where it begins or terminates, and the certificate of the official making payment that the person to whom payment was thus made was then the local agent of the company, in charge of its business at the place designated, will be sufficient evidence of the agent's authority to receive and receipt for the money paid.

Par. 91. When an account is presented by an individual who is not known to the disbursing officer, the latter will require him to be identified.

Par. 92. The signature to the receipt and the name of the person or business firm as entered at the head of an account must be literally alike.

Par. 93. When a signature is not written by the hand of the party it must be witnessed by an official of the department when practicable.

Par. 94. Disbursing officers will not issue vouchers for unpaid accounts as due bills against the department of public works, but a certified statement of personal services and of wages due may be given to a discharged employee who for want of funds was not paid at time of discharge. Such certificates are not transferable.

Par. 95. Whenever a contract is extended and because of such extension deductions are to be made from sums due or to become due the contractor, the deductions shall be shown upon the vouchers and the balance shall be paid to the contractor. Payment of the expenses due to extensions of contracts shall never be demanded of contractors or received from them by officials or agents in the employ of the department of public works.

Par. 96. When applicable, the following rules for the computation of time in payment for services will be observed:

1. For any full calendar month's service, at a stipulated monthly rate of compensation, payment will be made at such stipulated rate without regard to the number of days in that month.

2. When service commences on an intermediate day of the month, thirty days will be assumed as the length of the month, whatever be the number of days therein.

3. When the service terminates on an intermediate day of the month, the actual number of days during which service was rendered in that calendar month will be allowed.

4. When the service embraces two or more months or parts of months, but one fraction will be made, thus: From September 21 to November 25, inclusive, will be calculated thus: September 21 to October 20, inclusive, one month; from October 21 to November 20, inclusive, one month; from November 21 to 25, inclusive, five days—making the time allowed two months and five days.

5. When two fractions of months occur and both are less than a whole month, as from August 21 to September 10, the time will be determined thus: August 21 to 30, inclusive (ignoring the 31st), ten days; from September 1 to 10, inclusive, ten days—making the time allowed twenty days.

6. Service commencing in February will be calculated as though the month contained thirty days, thus: From February 21 to 28 (or 29), inclusive, ten days. When the service commences on the 28th day of that month three days will be allowed, and if on the 29th, two days.

7. If service commences on the 31st day of any month payment will not be made for that day.

8. For commutation of subsistence and for service of persons employed at a per diem rate payment will be made for the actual number of days.

9. When services are rendered from one given date to another the account will state clearly whether both dates are included.

10. In computing the wages of persons employed at a per diem allowance, the day on which service begins and the day on which it ends will be allowed in the computation.

Par. 97. In case of discovered error or disallowance of an account upon its examination by the proper authority, the official responsible will, upon notification thereof, unless able to furnish evidence to correct or remove the same, make the proper correction in his next account current and refer therein to the particular voucher in which the error occurred or the disallowance was made.

Par. 98. At the time when vouchers are transmitted by an officer with his accounts, if any of the articles purchased, as noted thereon, have been "expended and applied to the purpose for which purchased," a certificate to that effect may be made by the officer upon the voucher, and when so made the articles referred to need not be taken up on abstracts of property or on property returns.

Par. 99. Requests for the admission, free of duties and charges, of articles imported for the use of the government of the island of Cuba must be accompanied by a list of the same, to be forwarded to the collector of customs for his information and guidance and for the permanent files of his office.

Par. 100. Vouchers in support of partial payments, or on which there are retained percentages, shall be made in triplicate, one copy to be retained by the disbursing officer and two to be forwarded to the accounting officer. It is proposed that the two vouchers be examined and compared when the officer's accounts are adjusted, one to be subsequently withdrawn by the auditor and filed as a subvoucher with the voucher for final payment. The triplicate vouchers referred to can be made without receipts and without copies of any subvouchers which may be filed with the original vouchers. They should, however, be complete in all other respects and certified to by the proper officials.

PUBLIC PROPERTY.

Par. 101. Whatever belongs to the state constitutes public property. Property which from its nature is totally destroyed by use, such as lead pencils, pens, paper, etc., or which by use becomes a part of permanent work, such as materials of construction, is termed "expendable property." Such property as used may be "expended" and dropped from the return. Property which by use is not used up or completely destroyed is "unexpendable property," and must be accounted for on property returns until disposed of as provided for in these regulations.

Par. 102. Accountability and responsibility devolve upon any person to whom public property is intrusted and who is required to make returns therefor. Responsibility without accountability devolves upon one to whom such property is intrusted but who is not required to make returns therefor. Thus, district engineers shall be responsible and accountable for public property. They may delegate responsibility but not accountability.

Par. 103. A transfer of puplic property involves a change of possession and accountability. The transferring official will furnish the receiving official with invoices, in duplicate, accurately enumerating the property, and the latter will return duplicate receipts. The transaction will appear on the property returns rendered by each.

Par. 104. When an official to whom stores have been forwarded believes them to have miscarried he will promptly inform the issuing and forwarding officials.

Par. 105. If an official to whom public property has been transferred refuses to receipt for it, the invoicing official will report the facts to the secretary of public works for action. Copies of all papers relating to the transaction will be filed with his returns.

Par. 106. Upon the receipt of public property by an official he will make careful examination to ascertain its quality and condition, but will not break original packages until issues are to be made unless he has reason to believe the contents defective. Should he discover defect or shortage he will apply for an inspector to determine it and fix the responsibility. Should he consider the property unfit for use he will submit inventories in triplicate and request the action of an inspector. The same rule will be observed in regard to packages when first opened for issue and for property damaged or missing while in store.

Par. 107. When packages of supplies are opened for the first time, whether because of apparent defect or for issue, the official responsible, or some assistant designated by him, will be present and verify the contents by actual weight, count, or measurement as circumstances may require, and in case of deficiency or damage will make written report of the facts to the secretary of public works. If only the official responsible be present and make the report he will secure the sworn statements in writing of one or more persons regarding the condition of the property when examined.

Par. 108. The giving or taking of receipts in blank for public property is prohibited.

Par. 109. All movable public property will, if practicable, be conspicuously branded, or stamped, if of metal, "O. P." before being used.

Par. 110. Public property will not be used nor will labor hired for the government be employed for any private purpose whatsoever, except as authorized by the secretary of public works.

Par. 111. For property worn-out in the public service the accountable official will submit inventories thereof and ask for an inspector's action.

Par. 112. Public property which has been condemned will not be purchased by an official who was responsible therefor at the time of condemnation.

DAMAGED, LOST, DESTROYED, ETC.

Par. 113. Causes of damage to, and of loss and destruction of, property are classified as follows:

1. Unavoidable causes, being those over which the responsible officials have no control, occurring in the ordinary course of service.
2. Avoidable causes, being those due to carelessness, willfulness, or neglect.

Par. 114. Officials responsible for property will be charged for any damage to, or loss or destruction of, the same and the money value deducted from their monthly pay, unless they show to the satisfaction of the governor of the island by their own affidavits or certificates, or by one or more depositions, that the damage, loss, or destruction was occasioned by unavoidable causes, and without fault or neglect on their part.

Par. 115. If articles of public property are embezzled, or lost, or damaged through neglect by an employee, the value of damage as ascertained shall be charged to him and set against any pay or money due him.

Par. 116. Whenever information is received that animals or other property belonging to the public service are unlawfully in the possession of any person not in the service, the official responsible for the property will promptly cause proceedings to be instituted and diligently prosecuted before the civil authorities for the recovery of the property, and if the same has been stolen, for the arrest, trial, conviction, and due punishment of the offender and his accomplices.

Par. 117. Upon satisfactory information that such public property, unlawfully in the possession of any parties, is likely to be taken away, concealed, or otherwise disposed of before the necessary proceedings can be had in the civil tribunals for its recovery, the civil authorities will at once cause the same to be seized, and will hold it subject to any legal proceedings that may be instituted by other parties. Persons caught in the act of stealing public property will be summarily arrested and turned over to the civil authorities for trial.

Par. 118. Officials responsible, after they have failed to get possession of a lost or stolen animal by the ordinary means, may authorize the payment of a reward of not more than $25 for its recovery. If the animal has been stolen they may offer an additional reward of like amount for each person arrested, tried, convicted, and sentenced for the theft.

Par. 119. The expenses necessarily incurred by any action under the three preceding paragraphs, with the exception of attorney's fees, will be paid by the department upon proper vouchers approved by the secretary of public works. Officials will promptly report their action to department headquarters.

PROPERTY ACCOUNTABILITY.

Par. 120. All public property, whether paid for or not, must be accounted for on the property returns.

Empty barrels and boxes and other materials which have a salable value and which are not required for public use, the disposal of which is not otherwise provided for, will be carefully preserved and sold, as convenient, to the highest bidder, after advertisement.

The same rule will apply to products of the public lands and by-products from works carried on by the public service, such as old iron from refuse, manure from stables, etc.

Par. 121. Should an official or agent of the government charged with public property fail to render the prescribed returns thereof within a reasonable time, a settlement of his accounts will be made by the secretary of public works and the money value of the property with which he is charged will be reported against him for stoppage.

INSPECTION OF PUBLIC PROPERTY.

Par. 122. The secretary of public works shall, with the approval of the governor, appoint an inspector of public property at such times as the needs of the service require one. It will be the duty of the inspector to examine all property properly presented for inspection. His action will be to condemn, recommend to be sold, or declare such property still serviceable.

Par. 123. Inventories of unserviceable property will be prepared and the articles arranged for inspection. Every article will be inspected, and the official responsible will accompany the inspector and be prepared to give all necessary information in regard to it.

Par. 124. Condemned property will be destroyed in the presence of the inspector, and it will be his duty to see that the destruction is so complete that the property may not be again presented for condemnation. Such articles will, upon certificates from the inspector, be dropped from the returns, copy of certificate to be attached.

Par. 125. When the property is thought by the inspector to be still serviceable no action will be taken.

Par. 126. When in the opinion of the inspector the property is no longer of service to the government, but has marketable value, he will prepare triplicate lists of same, referring to the returns upon which the property is carried. One of these lists will be given to the responsible officer, one retained by the inspector, and the other forwarded to the secretary of public works with the recommendation that the articles enumerated be sold at public auction. The secretary of public works will, if he approves the action of the inspector, order the sale, which will be made after public advertisement.

Par. 127. Public property will not be reported as unserviceable nor condemned by an inspector merely because worn or shabby in appearance when really strong and serviceable.

EMPLOYEES.

Par. 128. The employees of the department will be divided into two classes, "permanent" and "temporary." The number, grade, and pay of permanent employees shall be fixed from time to time by the governor of the island. Temporary employees may be engaged from time to time, as the exigencies of the work may demand, under specific authority from the secretary of public works and as prescribed in these regulations.

Par. 129. Employees will be nominated in every case by the official in immediate charge of the office or work in which they are to be employed, and will be retained in office only so long as the exigencies of the work may demand and their services are efficient, honest, and faithful. They will not be dismissed on account of political or religious opinions.

Par. 130. Employees will be required to devote their entire time to the work in which they are employed. While permitted to exercise the rights and duties of a citizen, they are forbidden to take an active part in politics. Their service is for the state and not for any party.

Par. 131. Officials having authority to employ have also authority to dismiss or reduce in grade, subject to these regulations.

Par. 132. All expenditures for pay of employees must be confined within the allotments and rates authorized by proper authority.

Par. 133. Employees will be engaged by the month, day, or piece, as best suits the needs of the service. They will be designated upon the rolls in the capacity in which employed and at the rates established. Salaried employees will, in general, be paid monthly. Laborers will be paid monthly, semimonthly, or at the completion of the work for which engaged if this be for a shorter period than one-half a month. When employees are discharged and not paid, certificates may be given them, as provided in paragraph 94. These certificates are not transferable.

Par. 134. Eight hours constitute a day's work for all mechanics and laborers employed by or on behalf of the department of public works, except in cases of emergency. This rule does not extend to engineers, firemen, seamen, watchmen, messengers, teamsters, and others the nature of whose employment is peculiar and whose services may be required at any, or occasionally at all, hours of the day.

TRAVEL.

Par. 135. To entitle an official to refundment of the cost of transportation and allowances in connection therewith, at the expense of the state, the journey must be specifically authorized by a proper superior previous to its commencement. Such authority will state the special duty enjoined, recite that the travel is necessary for the public service, and direct the official to return to his proper station on completion of the assigned duty, if such return is contemplated. The original order (written authority) and indorsements thereon, or true copy of the same, will be filed with the vouchers before payment will be made.

2. Whenever practicable to do so, "transportation requests" will be issued to cover

travel by rail and water, and when so issued allowance for transportation will not be refunded.

When transportation requests are issued to cover travel the fact shall be noted on the order or other written authority for the journey by the official issuing the request.

3. Transportation by water usually includes subsistence; the cost of the ticket only will be refunded or paid in such cases.

4. *First class.*—Civil officials (also military when on civil duties) whose annual salary is $1,200 or more will be reimbursed for first-class transportation and other traveling expenses as follows, viz:

a. Charge for cab to and from stations, but not to exceed 50 cents each way.

b. Charge for transfer of baggage to and from stations, not to exceed 50 cents each way.

c. Actual cost of transportation of baggage, where the same is not allowed free on the ticket, not to exceed 100 pounds in weight.

d. Actual expenses for subsistence, not to exceed in any case $4.50 per diem, while traveling, and for the time absolutely necessary for a prompt transaction of the business directed to be performed.

5. *Second class.*—Civil officers whose salary is $800 and less than $1,200 shall be reimbursed for expenses, when traveling under orders, as for first class, except for transportation, which shall be at second-class rates, and for subsistence, which is limited to $3 per day.

6. *Third class.*—All other persons traveling under orders at the expense of the state shall be reimbursed for travel expenses as for first class, except for transportation, which shall be at third-class rates, and for expense of subsistence, which is limited to $1.50 per day.

7. Travel fare and allowances at the rate specified in the preceding sections 4, 5, and 6, due to employees of the department of public works who may be ordered on duty in connection with any specially authorized public work, will be paid from the special appropriation for such work and by the disbursing officer thereof.

8. Vouchers for travel expenses will be made on forms furnished by the department.

9. Books of "transportation requests" will be issued to officials authorized to order journeys on application to the secretary of public works.

PURCHASE OF SUPPLIES AND ENGAGEMENT OF SERVICES—GENERAL PROVISIONS.

Par. 136. No contract or purchase on behalf of the department of public works shall be made unless the same is duly authorized by the secretary of public works. No official shall accept voluntary services for the government or employ personal services in excess of that authorized by the secretary of public works, except in cases of emergency involving loss of life or destruction of property.

Par. 137. Supplies and services not personal, required in the department, will be procured where they can be had the cheapest, quality and cost and transportation in the case of supplies being considered, as follows:

First. After public notice inviting proposals for thirty days or more, or for ten days or more but less than thirty, or for less than ten days, according to the needs of the service.

Second. Without public notice.

Par. 138. Personal services are such as the individual employed or contracted with must perform in person directly under the control and supervision of an official or agent of the government, as distinguished from services the performance of which may be delegated by the contractor to others. Bills rendered for such services must contain no charge for material.

The official charged with the duty of making contracts or purchases is responsible for his action.

Par. 139. When it is intended to have any work performed, service procured, or purchase made, by contract, the advertisement, however made, and the specifications must be previously submitted to the secretary of public works, for his approval.

ADVERTISING FOR PROPOSALS.

Par. 140. In cases of large purchases a period of thirty days or more should intervene between the first publication and the opening of the proposals. In small purchases from ten to thirty days should intervene, and when the public exigency constitutes an emergency and does not permit ten days to intervene, the period should be for as many days as the circumstances will permit. Advertising for proposals by newspapers, in accordance with paragraph 180, will be adopted when time permits, and the quantity or value of the purchase or character of the services, in the opinion of the purchasing official, will justify the expense. When notice of less than thirty days is given, advertising by circulars sent to principal dealers in the localities where the supplies or services are desired, and posted in public places, is permissible. The purchasing official may advertise by newspapers and circulars at the same time.

Par. 141. When advertisements or specifications thereunder do not announce fixed standards for articles required they should be so worded as to permit bids to be considered item by item, and the awards to be made for the most suitable articles of each kind offered.

Par. 142. Whenever it is intended to require that guaranties shall accompany proposals that fact, with the amount in which the guarantors are to justify, must be stated in the specifications. Certified checks to a named amount may be required as a guaranty.

Par. 143. A copy of each advertisement and specification will be promptly forwarded by the official issuing it direct to the secretary of public works, together with all information required for a complete understanding of the necessity for the proposed contract or purchase. If issued for a period of less than ten days, the reason why a longer period is not allowed will be stated.

PROPOSALS.

Par. 144. Information in regard to supplies or services for which proposals have been invited will be furnished on application to all persons desiring it, but no person belonging to or employed in the department of public works will render assistance in the preparation of proposals.

Par. 145. Bidders for supplies will be informed of the kind, quality, and quantity of artices required, the place, time, and rate of delivery, and conditions of payment. They will be furnished with such specifications as have been adopted, and will be permitted to examine the standard samples, if there are any, at the places where deposited.

Par. 146. No persons will be informed directly or indirectly of the name of anyone intending to bid, or not to bid, or to whom information in respect to proposals has been given.

Par. 147. Proposals should be prepared in duplicate, or in triplicate if required, in strict accordance with the requirements of the advertisement and specifications. They should make specific reference to the advertisement and to any plans or specifications which may have been furnished. Each proposal should give the place of residence and post-office address of the bidder, and should be signed by the bidder with his usual signature in full.

Par. 148. A proposal by a person who affixes to his signature the word "president," "secretary," "agent," or other designation, without disclosing his principal, is a proposal of the individual. That of a corporation should be signed with the name of the corporation, followed by the signature of the president, secretary, or other person authorized to bind it in the matter. That of a firm should be signed with the firm name, by one of the members of the firm. If the signature is that of an attorney or agent of a corporation, or an attorney or agent of a firm or individual, and his authority to act on behalf of his principal is not a matter of general notoriety in the locality where the proposals are opened, the officer who opens proposals should, before considering the proposal, satisfy himself that the signer is vested with sufficient authority to represent his principal in the transaction.

Par. 149. In proposals, numbers and prices will be written in words, as well as expressed in figures; but when a variety of articles, such as stationery, hardware, etc., is required, quantities and prices may, if the amounts involved are inconsiderable and the forms of proposals so indicate, be expressed in figures only.

Par. 150. Erasures or interlineations should be explained by the bidder, in the proposal, over his signature.

Par. 151. Guaranties signed by two responsible parties, or a deposit of a certified check, will be required to accompany proposals whenever, in the opinion of the official authorized to make the contract, they are necessary to protect the public interests.

Par. 152. The guaranty will be in duplicate, or in triplicate if required, and will be made out and executed with the necessary justifications, in accordance with blank forms furnished by the department.

Par. 153. Proposals with their guaranties will be securely sealed in suitable envelopes, indorsed and directed as required by the advertisement, and must be in the possession of the officer addressed before the hour appointed for the opening. No responsibility will attach to an officer for the premature opening of any proposal not so indorsed as to clearly show its character.

Par. 154. When an advertisement calls for proposals to furnish labor or supplies at more than one place, a separate proposal will be made for performance at each place, but all may be submitted in the same envelope.

Par. 155. Proposals received prior to the time of opening will be securely kept. No proposals will be received after the time fixed for opening.

Par. 156. Before the time for opening, any bidder may, without prejudice, withdraw from competition by giving written notice of his decision to the officials holding his bid, and when his bid is reached at the opening it will be returned to him or his authorized agent unread.

Par. 157. Proposals will be opened and will be read aloud at the time and place appointed, bidders having the right to be present; and each proposal will then and there be numbered and entered on the abstract, the articles being entered in the order in which they are to appear on the returns. A copy of the advertisement under which the proposals are received, with a copy of the specifications, if any, will be attached to the upper left-hand corner of the abstract.

AWARDS.

Par. 158. Except in rare cases, when the department elects to exercise the right to reject proposals, the awards will be made to the lowest responsible bona fide bidder, whose proposal for furnishing the proper article is not unreasonable.

Par. 159. Slight failures on the part of the bidder to comply strictly with the terms of an advertisement should not necessarily lead to the rejection of his bid. but the interest of the government will be fully considered in making the awards.

Par. 160. When no guaranty is required bidders must, if called upon by the awarding official, furnish satisfactory evidence before the award is made of their ability to carry their proposals into affect.

Par. 161. The abstracts of the bids will be forwarded to the office of the secretary of public works, together with one copy of each bid received. The officials asking for the proposals will send with the abstract written recommendation for action in regard to accepting or rejecting the bids received, and no such bid will be accepted or rejected by the official in charge of the work in advance of the approval by the secretary of public works.

Par. 162. When abstracts of bids are forwarded to the office of the secretary of public works note will be made thereon of the balance of the appropriations for the work available for payments under the contract about to be entered into, and to obtain this balance all outstanding liabilities and amounts covered by existing contracts should be deducted from the unexpended appropriations for the work in so far as their expenditure has been authorized by approved projects. The abstracts will also show the totals of the respective bids.

METHODS OF PURCHASE.

Par. 163. A purchase of supplies or engagement of services will be made:

1. By contract reduced to writing and signed by the contracting parties, with their names at the end thereot. Agreements of this character only are termed "contracts" in the regulations.
2. By written proposal and written acceptance.
3. By oral agreement.

Par. 164. When delivery or performance does not immediately follow an award or bargain the first method will be used. When delivery or performance immediately follows an award or bargain the second method may be resorted to.

Par. 165. All contracts and papers connected with the same, made by officials of the department in charge of works, will be made in accordance with the printed forms prescribed by the secretary of public works; and these forms, and other printed forms allowed, will be furnished from the office of the secretary when required.

Par. 166. A contract of a corporation should have the name of the corporation written in the body of the instrument as one of the parties thereto, and should be signed by the officer or person who has been authorized to contract in its behalf, who should sign the corporate name and his own, and affix the corporate seal, if there be one. The contracting official will in all cases satisfy himself that the signer has authority to bind the corporation, and will either require from him satisfactory evidence thereof and file the same with the contract, or will certify on the contract that he has satisfied himself of the signer's authority and has waived this requirement.

Par. 167. All contracts will be executed in quintuplicate.

Par. 168. Extensions of contracts are not in any case to be made until the approval of the secretary of public works has been obtained.

CONTRACTOR'S BOND.

Par. 169. Bonds for the faithful performance of contracts for supplies or services will be required, when the consideration is $3,000 or more, whatever may be the length of time required for the full performance of the contract. Bonds may be exacted, or, at the discretion of the official concerned, waived in the following cases:

1. When the consideration is less than $3,000 and the contract is to be fully performed within thirty days from its date.
2. When the consideration is not more than $250, whatever may be the length of time required for full performance.

Par. 170. The amount of penalty in a contractor's bond will be fixed by the contracting official, and will not be less than one-tenth nor more than the full amount of the consideration of the contract. Nothing in this paragraph is to be construed as authorizing the waiving of bonds required under paragraph 169.

Par. 171. When bonds for the faithful performance of contracts are exacted, they will be made and executed with the necessary justification and certification of sufficiency of sureties, in accordance with the instructions printed on the blank forms of contractor's bonds furnished by the department. Such bonds must be executed by the contractor as principal, and by a surety company, or by at least two sufficient and responsible persons, who must be citizens of the island of Cuba, as sureties. Each must affix to his signature a seal, and each signature must be attested by at least one witness. When practicable, there will be a separate witness to each signature.

Par. 172. A company duly incorporated under the laws of the United States or the island of Cuba, and legally authorized to guarantee bonds, may be accepted as surety. A firm, as such, will not be accepted as surety, nor a partner, nor a copartner for the firm of which he is a member. Stockholders, who are not officers of a corporation, may be accepted as sureties for such corporations.

Par. 173. A guarantor, or the guarantors, to a bidder's guaranty may be accepted as surety, or sureties, to the bond of the same person as contractor, provided such guarantor or guarantors are able to justify as required for the bond.

Par. 174. The sureties, if noncorporate guarantors, must jointly justify in double the amount of the penalty. The affidavit must be taken before a person authorized by the laws of the island of Cuba.

Par. 175. Contractor's bonds will be executed in duplicate, one to accompany the copy of the contract which is sent to the auditor for the island, and the other retained by the official who makes the contract.

Par. 176. When a contract is entered into for the construction of any public building, or the prosecution and completion of any public work, or for repairs on any public building or public work, the contractor will be required, before entering upon performance of the same, to include in the bond given for the faithful performance of the contract the further obligation that he will promptly make payments to all persons who supply him with labor and materials for the prosecution of the work provided for in such contract. A certified copy of this contract and bond will be furnished to any person who has supplied such labor or materials, upon his application to the department, accompanied by an affidavit that the labor or materials have been supplied by him and have not been paid for by the contractor.

ORAL AGREEMENT.

Par. 177. Supplies may be procured and services engaged by oral agreement, in the manner common among business men, in the following cases:

1. When the public exigencies require immediate delivery of supplies or performance of services, and there is no time to advertise by newspapers or circulars.
2. When prices of articles are fixed and uniform, and no competition can be had.
3. When proposals have been invited and none have been received.
4. When proposals are above the market price or otherwise unreasonable.
5. When the aggregate amount of a purchase, including all items that can reasonably be consolidated, does not exceed $200, if the interests of the government will be promoted by dispensing with public notice or advertisement.

Par. 178. Before making a purchase by oral agreement the official will inform himself concerning prevailing prices by inquiry among principal dealers in his locality.

Par. 179. When it is not practicable or advisable to make contracts for public works that have been authorized, immediate report of this fact will be made to the governor through the secretary of public works, and authority obtained to proceed without (as in cases where no bids have been received after due advertisement, or in the matter of building or repairing public roads, when it is desirable that the work be performed by the residents living along the highway, etc.).

NEWSPAPER ADVERTISING.

Par. 180. Advertisements for proposals for materials or labor for public works should be inserted in the official paper of the locality where the work is to be performed and in such papers and in such form as will reach probable bidders, and should be restricted as much as is compatible with the necessity of securing the best prices for the work.

Par. 181. No official advertisement will be published in any newspaper except under special written authority from the secretary of public works, which special authority shall authorize the publication of a given advertisement a specified number of times in a designated newspaper or newspapers.

Par. 182. The secretary of public works shall procure and keep in his office a file of prices for advertisements of the various newspapers in which notices are to be inserted.

Par. 183. Officials will observe conciseness in wording advertisements, and the matter, including the heading and the name of signing officer, must be set up in one paragraph, without dash or blank line, leading or display, and in type no larger than that ordinarily used in advertisements. The specifications and conditions governing a contract will not be published; a statement that they will be furnished on application will suffice. The following is a sample of advertisement set up in accordance with these reqirements:

"Proposal for cement, office of district engineer, department of public works, Matanzas, Cuba, February 12, 1900. Sealed proposals for furnishing and delivering cement for use in repairing the government building, corner Prado and San Jose streets, Matanzas, will be received here until 12 m., February 24, 1900, and then opened. Information furnished on application. Envelopes containing proposals should be indorsed 'Proposals for cement,' and addressed Jose Gonzalez, district engineer."

Par. 184. Advertisements will, as a rule, allow thirty days to intervene between date of first publication and date of opening bids. If necessity require, a shorter period may be allowed, but no period of less than ten days will be designated except in cases of emergency. Whenever it is found desirable to advertise in the professional papers in the United States, fifteen days additional must be given, to include the time for the mail to go and return.

Par. 185. Ordinarily advertisements will be given six insertions in daily or four in weekly papers. In daily papers, when more than ten days are to intervene between the date of first publication and date of opening, four consecutive insertions will at once be given, and two consecutive insertions before the date of opening.

Par. 186. Vouchers covering bills for advertising in newspapers will be prepared by the publishers in duplicate and presented to the official ordering the work, who will certify to their correctness and forward them to the secretary of public works for approval and comparison with prices on file, before payment is made. Clippings from each insertion, with proper dates, will be attached to the vouchers.

Par. 187. Claims of publishers of official newspapers for advertisements copied from other newspapers without authority will not be paid.

JOB PRINTING.

Par. 188. Job printing required will be executed under contract, thirty days' notice, when practicable, being given of the opening of the proposals. The period of the contract will not extend beyond the end of the fiscal year in which made, and the contract will be submitted to the secretary of public works for approval.

Par. 189. Printed letter and note headings for district offices will contain only the designation of the office, post-office address, and blank date. Names of officials or other persons will not be printed on letter or note headings for use in any branch of the service.

Par. 190. Officials will, as a rule, obtain all blank forms, blank books, etc., by requisitions upon the secretary of public works.

Par. 191. When specifications are printed for material or laber for works of the department, and pertaining to work to be done or materials to be used in actual construction, 50 copies will be printed and forwarded to the secretary of public works, in addition to the number required by the officer in immediate charge of the work.

CORRESPONDENCE.

Par. 192. Official letters from an employee to one of his superiors must be transmitted through official channels, i. e., through his immediate superior, and so on. Superiors will in each case duly transmit such letters without delav but will be permitted to accompany them by such remarks as may be pertinent. Should an inferior employee have reason to believe that his letter has not been transmitted, he can send a copy direct, accompanied by an explanation of the reason for such action.

Par. 193. An official letter should refer to one subject only. Letters of transmittal will be used only when necessary, and when used must refer only to the matter transmitted. None are required with rolls, returns, or periodical reports. Telegrams will be followed by official copies sent by first mail.

Par. 194. Letter paper will be folded in three and foolscap in four equal folds parallel with the writing. The first fold will be used exclusively for a brief analysis of the contents of the communication, the office marks, and note of inclosures.

Par. 195. The post-office address of an official's station will be given in his official letters. Indefinite expressions of locality, which do not indicate where the letter was written, will not be used.

Par. 196. Official communications will be signed or authenticated with the pen and not by facsimiles. Signatures will be plainly and legibly written.

Par. 197. A letter will be properly briefed at the first office at which it is received and entered.

Par. 198. Indorsements commence at the top of the second fold and are numbered serially in order of dates on the successive folds, leaving room after each for office marks. Additional space for indorsements will be provided by pasting slips of paper on the under side of the last fold (right edge of original paper), each slip, when attached, to have the same length and width as the original fold, and to turn back upon the last fold like the leaf of a book.

The first fold on which the brief is made is always on the outside. Printed labels, by way of indorsement, will not be pasted on official papers. In no case will a loose wrapper be placed around an official paper, except as a mere covering.

Par. 199. All inclosures will be numbered and given the proper office mark. Inclosures to the original communication are noted on the first fold, just below the brief. If others are added when an indorsement is made, their number will be noted at the foot of the indorsement to which they pertain and also on the first fold of the original communication. To the latter notation will be added the number of the indorsement to which they belong, thus: "One inclosure fifth indorsement." Inclosures to indorsements are numbered in the same series as those to the original paper, and the number of the indorsement to which they belong is added below. If few in number and not bulky, inclosures may be kept inside the original paper; otherwise they will be folded together in a wrapper marked "inclosures."

STATIONERY.

Par. 200. Official stationery will be used for official business only. Blank forms as approved by the governor of the island, official paper and penalty envelopes will be obtained from the secretary of public works on application.

Par. 201. Official communications and other mailable matter relating exclusively to the public business will be transmitted through the mails free of postage if inclosed in the "penalty envelope."

Par. 202. Packages of public property weighing not more than 4 pounds may be sent through the mails under cover of the penalty envelope. Penalty envelopes with return address may be furnished to any person from whom official information is desired, or for the return of official vouchers, but will not be furnished to merchants or other dealers to cover the transmission of public property.

Par. 203. The use of freight or express lines for transmitting official letters or packages that can be sent by mail is forbidden.

Par. 204. The penalty envelope will not be used for foreign correspondence.

No. 221.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 29, 1900.

The military governor of Cuba directs the publication of the following order:

The secretary of public works will make a complete investigation as to the legality of the contract existing between the "Cuban and Pan-American Express Company" and the United Railways of Habana, and will submit his recommendation thereon for the action of the military governor of Cuba.

J. B. HICKEY,
Assistant Adjutant-General.

No. 222.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 30, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The recorders of judicial proceedings of Habana, who respectively have the following judicial records in their possession, may transfer them temporarily to the general archives of the island of Cuba, namely:

a. All the judicial decrees and records which may not have been acted upon for thirty years, up to the day the transfer is made.

b. Such as have been subject to no action for less than thirty years, but which by judicial decree have been ordered to be filed.

c. All the registry books and dockets which may not be in current use, provided, however, the respective recorders may not desire to keep them.

II. Said books and records shall be delivered directly by the respective recorders to the director of the archives, duly inventoried, and the latter shall keep them in the special section known as "judicial archives."

III. The respective judges of primera instancia will report to the department of justice, through the audencia, the number of transfers made in virtue of this order.

IV. As soon as the judicial records, which were ordered to be transferred to the general archives by Order No. 194, Headquarters Division of Cuba, May 11, 1900, are properly inventoried and arranged, the respective recorders shall withdraw therefrom all such as, in compliance with the present order, are not to remain in said archives.

V. If, in the opinion of a judge or court, any of the records or books transferred to the archives in virtue of this order, should have to be removed therefrom, said judge or court shall order the director of the archives to deliver to the respective recorders the book or record in question, clearly defined.

In such cases the person obtaining said record or book shall return same to the general archives, without being required, as soon as he has finished with it.

VI. The copies and certificates of data, which may have to be made of or obtained from the records or books transferred to the general archives in accordance with this order, shall be issued in the manner provided for in Articles II and III of the hereinbefore-mentioned Order No. 194.

In no case shall such copies, certificates, or data be issued or furnished except upon a judicial or government order.

J. B. HICKEY,
Assistant Adjutant-General.

No. 223.

HEADQUARTERS DIVISION OF CUBA,
Habana, May 30, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. In accordance with the provisions of Article XXXIII of Order No. 226, dated December 6, 1899, the following course of pedagogy (summer normal schools) is hereby prescribed for the teachers of the schools of the island of Cuba, and will be held in the capitals of provinces:

SUBJECTS FOR LECTURES.

Subject-matter and practical methods of teaching:	Lectures.
Reading	20
Language (the mother tongue) and a course of elementary Spanish grammar	20
Elementary arithmetic	17
Descriptive geography (inductive method)	15
Brief history of Cuba and its relations to the countries of Latin America and the United States	10
Freehand drawing from nature (still life, human figure, and animals)	10
Notions of natural history; plants, animals, minerals	15
Writing	2
School hygiene and schoolhouses	2

HISTORY OF EDUCATION.

Education in Greece; Pestalozzi; Frœbel; Rousseau; Comenius; Varela; La Luz	7
Educational ideals in the United States and Cuba	2

LECTURERS.

II. The lecturers will be professors holding national or foreign degrees, or persons of recognized ability appointed, by competition, by the department of public instruction.

The applications, together with the corresponding recommendations and other credentials, must be sent directly to said department or through the municipal boards of education.

One professor might deliver all the above-mentioned lectures, but it is considered preferable to divide them into the above groups and intrust them to as many instructors.

The instructors will be paid $5 United States currency per lecture, upon presentation of their letter of appointment and a certificate from the director of the summer normal school, specifying the number of lectures delivered.

LENGTH OF THE SESSION.

III. The schools will begin on the second Monday of July and continue for six weeks. There will be four lectures daily.

Each lecture will last forty minutes and will be followed by a twenty-minute discussion of the same subject by the teachers present.

The director will preside over all meetings.

Each director will also provide for two evening meetings weekly, and will select the subject and the speakers for the same. The evening speakers will receive no pay. Before the 1st of August the director of each summer school will send to the respective alcaldes a list of the teachers from their districts in regular attendance at the school.

NONATTENDANCE.

IV. Municipal boards of education may exempt from attendance at the summer normal schools teachers living at great distance from the capital of the province and not within reach of the same by railroad or other direct communication; also, for sickness or other cause sufficient to incapacitate them for the work of the school, but said excuses for nonattendance must be specified in writing to the secretary of public instruction and be approved by him. In order to entitle said teachers to their salary for July and August, they must show that they have followed a private course of studies prescribed by the secretary of public instruction, who will send to every alcalde, for distribution to the teachers, a circular in reference to said home studies.

DIRECTOR OF THE SUMMER SCHOOLS.

V. The inspector of public instruction in the provinces will serve as directors of summer schools without additional pay. In provinces where there are no inspectors the department of public instruction will freely appoint the directors, and each will receive $200 United States currency for services during the entire session. No director will be allowed extra pay for any lectures he may deliver.

It will be the duty of said directors to organize the summer schools, open them at the necessary time, and direct the work of the same; to keep a record of the daily attendance of the teachers; to preside over all sessions of the schools; to direct the discussion, and to make a report to the secretary of public instruction concerning the character of the work and the number of lectures given by each instructor.

LOCATION OF SCHOOLS.

VI. Due notice will be sent to all teachers as to the place of holding the sessions of the summer normal schools.

J. B. HICKEY,
Assistant Adjutant-General.

No. 224.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 2, 1900.

The military governor of Cuba directs the publication of the following order:

I. Each disbursing officer (civil or military) of island funds, serving in Cuba, will forward to the treasurer of the island on the 1st and 15th of each month, by telegraph, his true balance at the close of business on these days, stating the depository in which each balance is deposited, or amount in his personal possession.

II. Each depository in the island of Cuba will report by telegraph to the treasurer of the island the actual balance of all disbursing officers on the 1st and 15th of each month.

III. The treasurer will transmit to the military governor a statement of the reports called for in the first and second articles of this order, as soon as possible after receiving them, and, in case reports are not made as ordered, will call upon the delinquent disbursing officer for the same, sending to these headquarters those received, with the names and station of delinquents.

J. B. Hickey,
Assistant Adjutant-General.

No. 225.

Headquarters Division of Cuba,
Habana, June 2, 1900.

The military governor of Cuba directs the publication of the following order:

I. On the 30th day of June, 1900, disbursing officers of Cuban funds will turn in to the treasurer of the island all unexpended balances that remain to their credit at the close of business on that day, it being the end of the fiscal year.

II. All bills or indebtedness of any nature contracted but not paid on June 30, 1900, will be estimated for in subsequent months under the proper heading as deficiencies; but in no case will cash balances be kept on hand to meet any known or expected indebtedness contracted for previous to that date.

III. Such deficiency estimates will be forwarded as early as possible.

J. B. Hickey,
Assistant Adjutant-General.

No. 226.

Headquarters Division of Cuaa,
Habana, June 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Until July 31, 1900, inclusive, one additional clerk and one additional alguacil, with a salary of $600 and $450 per annum, respectively, will be allowed in the fiscal's office of the audiencia of Habana. The fiscal of said audiencia will freely make the above appointments.

J. B. Hickey,
Assistant Adjutant-General.

No. 227.

Headquarters Division of Cuba,
Habana, June 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. On the day of election the electoral board at each voting precinct shall appoint a committee of one qualified voter from each political party represented at the polls to aid and assist those voters who are unable to prepare their ballots, but who have qualified under different provisions of the electoral law entitling them to vote.

II. Where there are no distinct political parties, voters who, for any reason, are unable to prepare their ballots and who do not think it necessary to avail themselves of the aid of the electoral board in the manner specified in Article XXIV of order No. 164, series of 1900, are hereby authorized to get any qualified voter of the same barrio to assist them to prepare said ballots as stated.

J. B. Hickey,
Assistant Adjutant-General.

No. 228.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 3, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Any judge of primera instancia, on presentation of satisfactory proof that the testimony of any person is competent and will be necessary on the trial of any criminal proceeding, may compel such person to give bond, with or without sureties, at his discretion, to appear and to testify in such criminal proceeding, and for that purpose any judge may issue a warrant against such person under his hand and official seal, directed to any officer authorized to execute process in behalf of the government, to arrest and bring before him such person.

II. If the person so arrested should neglect or refuse to give bond in the manner required, he will remain under the surveillance of the authorities and be compelled to present himself every five days to the court or tribunal until he has been declared at liberty by either of them. The person who, under such circumstances, should avoid or try to avoid the surveillance of the authorities will be arrested and remain in custody during the whole period of the trial, at the discretion of the judge.

J. B. HICKEY,
Assistant Adjutant-General.

No. 229.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 4, 1900.

The military governor of Cuba directs the publication of the following order:

I. Commencing July 1, 1900, all indebtedness contracted by the island of Cuba, or authorized agents of the same, will be payable in United States funds or checks of the treasury department of the island of Cuba, said checks being payable without discount when presented properly indorsed at the depository of island funds on which drawn.

II. Funds allotted by the military governor for the expenses of municipalities for July, 1900, and thereafter, will be disbursed by the treasurer of the province as follows:

III. The alcalde or other proper official will be promptly notified of any allotment made to the municipality.

IV. At the end of each month the alcalde will cause to be made up, receipted and complete in every way, proper vouchers in triplicate for the settlement of all bills payable from the funds allotted; each voucher must show the allotment from which it should be paid, for example: From "public instruction" or from "police."

V. The vouchers so submitted will cover the total expenses for the pay of teachers, rent of schoolhouses, and pay of police for the month.

VI. Two copies of these vouchers will be forwarded to the administrator of the province as soon as possible after the close of the month; the third copy will be retained.

VII. Vouchers will be prepared on forms "05 pay roll" furnished by the auditor for Cuba, Habana.

VIII. Upon receipt of these vouchers the administrator will cause the treasurer to draw a check in favor of each person for the amount due; each check will be put in a sealed envelope, the envelope marked with the name of the person, the number and amount of the check. All these envelopes for each municipality will be made into a package and sent by registered mail to the alcalde, except when the treasurer's office is located in the municipality, when the package must be delivered to the alcalde in person.

Upon receipt of this package, the alcalde will compare the record on the envelope with his retained copy of the roll, enter thereon the number of the check in each case and check off on the roll each payment that has been made, and deliver each envelope and check to the person named thereon.

IX. When drawing these checks, the treasurer will enter on the roll opposite each name the number of the check drawn in making this payment.

X. Before making the payments as above indicated, the treasurer will carefully examine the rolls submitted by the alcalde and satisfy himself that they are correct as to form, properly extended, signed, and witnessed; should an error be found, the person whose pay is affected thereby will be stricken from the roll by drawing an ink line through the entry from one side of the roll to the other. Such errors will not affect the pay of other parties on the roll; the other payments will be made and the alcalde notified of the errors found, the notice stating fully in what the error consisted, when new and correct rolls will be at once submitted covering these payments which have been disallowed.

XI. The treasurer will keep a book of records showing the funds allotted to each municipality and the payments made on each account; such records will show the allotments and payments under the different headings, for example, "public instruction," "police," etc., and funds allotted under one heading can not be applied to meet expenses incurred under another; for example, funds allotted for "public instruction" can not be used to pay the expense of the "police."

XII. Each alcalde will, by the 15th of each month, notify the administrator what funds will be needed for the next month; for example, by July 15 the alcalde will inform the administrator what funds will be needed for the month of August, to enable the administrator to make proper requisition for the same. Should the necessary expenses of the municipality exceed the amount asked for or allowed by the military governor, the alcalde will nevertheless send to the administrator completed vouchers covering the whole indebtedness; the administrator will cause payments to be made up to the limit of the funds allotted. When this has been done, the other names will be erased from the rolls as directed in Article X, the alcalde notified, and other rolls substituted as in the case when an error is found in an entry.

When making his next estimate, the administrator will make a separate estimate for the necessary funds to meet all such delayed payments. These separate estimates will be based upon the actual outstanding indebtedness of the municipality as shown by unpaid vouchers in the office of the administrator.

XIII. The rolls paid by the treasurer as above will constitute his vouchers for these funds; one copy will be sent with his accounts to the auditor and the other copy filed in his office with his retained papers.

J. B. HICKEY,
Assistant Adjutant-General.

No. 230.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 4, 1900.

The military governor of Cuba directs the publication of the following order:

Articles 59, 60, 101, and 120 of order No. 220, dated May 28, 1900, are hereby modified to read as follows:

Par. 59. The proceeds of sales of public property as authorized by paragraphs 120 and 126 shall be deposited promptly to the credit of the treasurer of the island, and by him placed to the credit of the appropriation for the work from which they were derived, to be available for requisition on estimates, in addition to the regular appropriation if needed.

Par. 60. The transfer of public property from one bureau or department to another is not regarded as a sale. If money is received therefor, it may be used to replace such stores and will be reported accordingly.

Par. 101. Whatever belongs to the State constitutes public property. Property which from its nature is totally destroyed by use, such as lead pencils, pens, paper, etc., or which by use becomes a part of permanent work, such as materials of construction, is termed "expendable property." Such property as used may be "expended" and dropped from the return. Property which by use is not used up or completely destroyed is "unexpendable property," and must be accounted for on property returns until disposed of as provided for in these regulations.

Par. 120. All public property, whether paid for or not, must be accounted for on the property returns.

Empty barrels, and boxes, and other materials which have a salable value and which are not required for public use, the disposal of which is not otherwise provided for, will be carefully preserved and sold, as convenient, to the highest bidder after advertisement.

The same rule will apply to products of the public lands, by-products from works carried on by the public service, such as old iron from refuse, manure from stables, etc., etc.

J. B. HICKEY,
Assistant Adjutant-General.

No. 231.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 5, 1900.

The military governor of Cuba directs the publication of the following order:

I. Municipal alcaldes will at once turn in to the respective provincial treasurers any unexpended balance which they may have from funds allotted them per order No. 226, Headquarters Division of Cuba, December 6, 1899, for the purchase of school supplies, such as desks, benches, books, paper, material, or for the necessary repair or sanitary improvement of public buildings used for school purposes, and, if they have not already done so, they will render to the respective provincial treasurers a certified account of moneys received and expended, accounting for all expenditures by properly receipted bills certified to by the alcalde.

II. The accounts of disbursements for the purchase of supplies and the improvement of public buildings used for school purposes should state clearly to what school the supplies or school furniture was given and on what buildings the improvements were made in order that proper record may be kept of all transactions concerning public schools.

III. Alcaldes who, acting under order No. 226, of the 6th of December, 1899, have incurred expenses not yet settled, will immediately submit certified accounts of incurred indebtedness stating the buildings supplied and the amount and quality of such supplies and their present location. These accounts should be made out in duplicate by the person furnishing the supplies of material, certified to by the alcalde and forwarded to the provincial treasurer, who will include these in his next monthly estimate.

IV. As the purpose for which these $50-dollar credits were established ceased to exist upon the arrival of school furniture in May, none will be allowed subsequent to May 1.

J. B. HICKEY,
Assistant Adjutant-General.

No. 232.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 5, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order supplementary to order No. 210, Headquarters Division of Cuba, May 23, 1900:

PROVINCE OF PINAR DEL RIO.

Ayuntamiento.	Mayor.	Secretary.
Julian Diaz	$480	$240
Guayabal	500	700
San Diego de Nuñez	100	600

J. B. HICKEY,
Assistant Adjutant-General.

No. 233.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. A secretary's office is hereby attached to the administrative council established by Article II, order No. 208, of May 20, 1900. The duties of said office shall be such as pertain to others of its kind, and its personnel will consist, for the present, of one secretary, who must be a lawyer, and one assistant secretary.

II. Armando de la Riva, deputy clerk of the supreme court, and Jose R. Portocarrero, clerk of third grade in the department of justice, are hereby appointed, respectively, secretary and assistant secretary in the above office; they will organize it and discharge the duties of the same without detriment to their other functions.

III. They are hereby granted $600 and $400 per annum, respectively, as additional salary, in consideration of the added responsibilities and extra work assigned to them by this order.

IV. The sum of $240 per annum are granted to the secretary's office of the administrative council for the purchase of material.

V. The provisions of this order shall take effect from June 1, 1900.

J. B. Hickey,
Assistant Adjutant-General.

No. 234.

Headquarters Division of Cuba,
Habana, June 8, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Full pardon of the sentence of three years, six months and twenty-one days of "prisión correccional," imposed by the audiencia of Habana, on April 10, 1900, is hereby granted to Arturo Fernandez Vega, at present in the cárcel of Habana, for the crime of robbery. The secretary of justice will institute measures to set the aforementioned at liberty at once.

II. Without any appeal therefrom the Department of Justice will decide all matters of doubt that may arise in the enforcement of this order.

J. B. Hickey,
Assistant Adjutant-General.

No. 235.

Headquarters Division of Cuba,
Habana, June 8, 1900.

The military governor of Cuba directs the publication of the following order:

Post commanders will hereafter make weekly inspections of the money accounts of military disbursing officers pertaining to insular funds under their direction and care and forward the result of the inspection to these headquarters.

J. B. Hickey,
Assistant Adjutant-General.

No. 236.

Headquarters Division of Cuba,
Habana, June 8, 1900.

The military governor of Cuba directs the publication of the following order:

The regulations for the government of the department of public works, embodied in orders Nos. 220 and 230 of these headquarters, dated May 28 and June 4, 1900, respectively, will go into effect on July 1, 1900.

J. B. Hickey,
Assistant Adjutant-General.

No. 237.

Headquarters Division of Cuba,
Habana, June 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, and for the benefit of the service, directs the publication of the following order:

I. Francisco Noval y Marti, fiscal of the audiencia of Habana, is hereby appointed associate justice of the Sala de lo criminal of said court, vice Fernando Freyre de Andrade.

Fernando Freyre de Andrade, associate justice of the Sala de lo criminal of the audiencia of Habana, is hereby appointed fiscal of said court, vice Francisco Noval y Marti.

II. The above-mentioned functionaries will continue to draw the pay assigned to the positions which they at present occupy until the date on which they take possession of their new places in conformity with the present order.

III. The provisions of this order will take effect upon the date of its publication.

J. B. HICKEY,
Assistant Adjutant-General.

No. 238.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 11, 1900.

The military governor of Cuba directs the publication of the following as explanatory of Order No. 234, these headquarters, dated June 8, 1900:

Full pardon of the sentence imposed by the audiencia of Habana was granted to Arturo Fernandez Vega under the above date because of the prisoner being in the last stages of tuberculosis.

J. B. HICKEY,
Assistant Adjutant-General.

No. 239.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Paragraphs 2 and 3 of article 486 of the existing Penal Code, modified by Order No. 125, headquarters division of Cuba, July 31, 1899, are hereby further modified to read as follows, and shall have retroactive effect:

"ART. 486. No person shall be punished for calumny or libel, except upon complaint of the party or parties offended, whenever the offense is against private individuals, or upon denunciation of the same, whenever it is directed against public authorities or constituted official bodies and corporations of the state, or is included in the offenses defined in Chapter V of Title III of this book. In the first case, the granting of pardon by the party offended, shall stay all criminal action against the offender, or remove the penalty if this may have been already imposed. In all other cases hereinbefore referred to, after the denunciation has been once made, the crime shall be considered public; consequently, the government alone can pardon the offenders condemned for this kind of crime, or declare penal action in such matters ended."

J. B. HICKEY,
Assistant Adjutant-General.

No. 240

HEADQUARTERS DIVISION OF CUBA,
Habana, June 13, 1900.

The military governor of Cuba, upon the unanimous recommendation of the cabinet in council, publishes the following decree, which is issued in view of the fact that the island government is now entering upon a new era, and in hope that in the future the offenses which have led to the suits included in the following pardon may be avoided:

I. Full pardon is hereby granted to persons sentenced since December 20, 1899, for the crimes of calumny and libel committed by means of the press, excepting, however, all such as are being prosecuted for these offenses by private parties.

II. Criminal action is hereby declared ended in suits now pending for the aforementioned crimes, committed as specified in the preceding paragraph, with the exception also therein expressed.

III. All administrative fines imposed on the press are hereby remitted, whatever be their cause or whoever the authority imposing them.

IV. The secretary of justice is charged with the enforcement of this order.

J. B. HICKEY,
Assistant Adjutant-General.

No. 241.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Until further orders, it is hereby authorized to postpone the appointment of the municipal fiscals of the municipal district of Habana.

J. B. HICKEY,
Assistant Adjutant-General.

No. 242.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The second and third paragraphs of article 194 of the Law of Civil Procedure, shall henceforth read as follows: "In the absence of the objecting party, only the lawyer and the solicitor or the representative of said party shall sign the application, provided, that either of the two last-named persons be expressly authorized to demand a change of venue and said solicitor or representative shall ratify under oath the application made; without which requisite no action shall be taken thereon.

"In every case there shall be stated in the application, in a specific and clear manner, the grounds on which the objection is made, alleging that the latter are true."

To article 196 there shall be added the following paragraph: "Every objecting party, should he not be declared insolvent, shall accompany with his application for a change of venue the proper voucher proving that he has deposited at the place destined for the purpose a sum equal to one-half of the amount that he would be obliged to pay as a fine, in case his application be refused. Without this requirement no action shall be taken in relation to said application, although it may contain a specific promise that said deposit will be made later on."

III. The following words shall be added to article 197: "In all these cases the return of the deposit shall be ordered."

IV. Article 212 shall henceforth read as follows: "In addition to being condemned to the payment of the costs specified in the preceding article a fine of $200 shall be imposed on the objecting party whenever his application is against a judge of primera instancia, and of $400 whenever it is against the president or an associate justice of an audiencia or of the supreme court."

V. Artiete 213 shall henceforth read as follows: "As soon as a sentence may become final, the deposit made on establishing the application for a change of venue shall cease to be a deposit and become the property of the State, as constituting one-half of the amount of the fine imposed. When the remaining half of the fine mentioned in the preceding article shall not have been paid, the person fined shall undergo imprisonment in lieu thereof at the rate of one day for each $3 of the fine not paid; in which respect, and for this sole purpose, paragraph 1 of article 49 of the penal code in force is hereby amended; but the imprisonment shall under no circumstances be for a longer period than six months."

Within the first eight days of each month the judges of primera instancia shall forward to the presidents of the respective audiencias, and the latter, shortly thereafter, shall forward to the department of justice, a detailed statement of the cases wherein applications for change of venue have been refused and fines imposed, and they shall state therein the amounts of the latter and whether the same have been paid, or, if in default of said payment, whether the persons fined have undergone the prescribed imprisonment in lieu thereof; the functionary objected to being responsible for the payment of said fines, if through his fault or neglect they have not been paid. In the same manner the presidents of the supreme court and of the audiencias shall forward, within the period hereinbefore stated, to the department of justice a report of the applications for change of venue, prepared in the manner expressed, on which action has been taken by their respective courts; said presidents also incurring in the above-mentioned resonsibility whenever there may be reason therefor."

VI. The following words shall be added to article 215: "The change of venue having been finally granted, the return of the deposit shall be ordered."

VII. In article 216 and 217 the words "ministerio de ultramar" and "ministerio" shall be replaced by the following ones: "Secretaria de justica" and "secretaria."

VIII. To article 218 shall be added the paragraph that has been incorporated in article 196.

IX. To the first paragraph of article 219 the following phrase shall be added: "In this case the deposit shall be ordered to be returned."

X. To paragraph 1 of article 223 the following words shall be added: "and as soon as it may be final the return of the deposit made shall be ordered."

XI. Article 228 shall henceforth read as follows: "Whenever a change of venue has been denied the applicant therefor shall be condemned to the payment of the costs of the proceedings and shall also be fined in the sum of $100, concerning which the provisions of article 213 are applicable; it being understood that the monthly statements shall be sent by the municipal judges to the judges of primera instancia and by the latter to the presidents of the respective audiencias for transmission to the department of justice."

XII. To paragraph 1 of article 231 shall be added the words, "and 196, added."

XIII. Article 234 shall be amended to read as follows: "The provisions of articles 194 et seq. of section 2ª of this title, together with the changes established, shall extend to applications for change of venue containing objections to clerks and deputy clerks of the supreme court and the audiencias, and the clerks of the court and recorders of judicial proceedings of the courts of primera instancia, but with the amendments established in the following articles."

XIV. To paragraph 1 of article 236 will be added the following words: "In this case the return of the deposit shall be ordered."

XV. To paragraph 2 of article 245 shall be added the following phrase: "And in a like manner a fine of $50 shall be imposed upon the applicant, and the provisions of article 213 shall be applicable to said fine."

J. B. Hickey,
Assistant Adjutant-General.

No. 243.

Headquarters Division of Cuba,
Habana, June 18, 1900.

The military governor of Cuba directs the publication of the following order:

I. Paragraph IV, Order No. 108, series of 1899, Headquarters Division of Cuba, is hereby modified in so far as it relates to the method of procuring "penalty envelopes."

II. On and after July 1, 1900, officials entitled to the use of "penalty envelopes" will forward their requisitions for the same in duplicate, with the amount necessary to cover the expense incident thereto, to the treasurer of the island. These blank requisitions will be supplied upon application to the department of posts at Habana.

III. The treasurer of the island will duly credit the official with the amount, and refer one copy of the requisition to the department of posts to be filled, with such notation thereon as to indicate that the proper credit has been made, retaining the other for file in his office.

J. B. Hickey,
Assistant Adjutant-General.

No. 244.

Headquarters Division of Cuba,
Habana, June 20, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, and in conformity with the provisions of Orders No. 213 and 214, series 1900, directs the publication of the following order:

I. The four courts of primera instancia é instrucción and the four municipal courts that commence operations on July 1, 1900, in the city of Habana, will be called: Court of primera instancia é instrucción of the northern district; municipal court of the northern district; court of primera instancia é instrucción of the southern district; municipal court of the southern district; court of primera instancia é instrucción of the eastern district; municipal court of the eastern district; court of primera instancia é instrucción of the western district; municipal court of the western district.

II. The courts of the northern district shall exercise jurisdiction over the territory included within the following lines:

Starting from the Caballeria dock it follows the center line of O'Reilly street up to the center line of Zulueta street, then it follows said line to the right until it joins the center line of Neptuno street and continues until it crosses the center line of San Miguel street, continuing along said line until it reaches the center line of Belascoain Calzada, whereupon it continues to the right until it strikes the sea, and follows the shore on the right until it reaches its starting point at the Caballeria dock.

The ward of Casa Blanca is included in the above district.

III. The courts of the southern district shall exercise jurisdiction over the territory included within the following lines:

Starting from the intersection of the center lines of San Miguel street and the Calzada de Belascoain, it follows the center line of San Miguel street until it reaches the center line of Neptuno street and follows this until it reaches the center of Zulueta, continuing toward the right as far as the center line of San Jose street, then to the right, until the centre line of the Prado, following said line as far as the intersection of the center lines of the Calzada del Monte and Cardenas street and continuing along the center line of Cardenas street until it reaches the center line of Arsenal street and on toward the right to the center line of Factoria street until it strikes the sea; it then follows the shore towards the right to the middle of the mouth of the stream called "Arroyo del Matadero," and following the center line of the aforementioned stream it crosses the center line of the Calzada Cristina, and continues along the center line of said Calzada until it joins the center line of Belascoain street and passes on until it reaches the center line of San Miguel street from whence it started.

IV. The courts of the eastern district shall exercise jurisdiction over the territory included within the following lines:

Starting from the Caballeria dock, it follows the center line of O'Reilly street until it reaches the center line of Zulueta street and continuing along the center line of said street as far as the center line of San Jose; it then follows the center line of San Jose street to the center line of the Prado and follows the Prado towards the left as far as the center line of the Calzada del Monte, following along said line until it connects with the center line of Cardenas street, and continuing along said street it joins the center line of Arsenal street and follows the same until it reaches the center line of Factoria street, continuing along the latter until it strikes the sea; it then follows the shore toward the left until it reaches its starting point at the Caballeria dock.

V. The court of primera instancia é instrucción of the western district shall exercise jurisdiction over the territory included within the following lines:

Starting from the intersection of the center line of the Calzada de Belascoain with the northern shore, it follows said center line until it reaches that of the Calzada de Cristina; then following this line to the middle of the Arroyo del Matadero up to the center line of its mouth and continuing along the shore to the right, it follows on by the Ensenada de Atares, by the fort of Atares, the Almacenes de Hacendados, Ensenada de Guanabacoa, Punta Blanca, the right shore of the Martin Perez stream until its intersection with the center line of the Calzada de Guanabacoa, and following this line until its intersection with the Calzada of Guines; it then continues along the center line of said Calzada until its intersection with Rio Hondo, following the outward line of the wards of Calvario, Arroyo Naranjo, Arroyo Apolo, Jesus del Monte, Puentes Grandes, Principe, and Vedado, until it reaches the shore; it then continues along the same to the right, back to its starting point.

The municipal court of the western district shall exercise jurisdiction over the same territory assigned to the court of primera instancia é instrucción of the western district with the exception of the wards of Calvario, Arroyo Naranjo, Puentes Grandes, Principe, and Vedado.

VI. *A.* The archives, books, documents, and other existing property of the court of primera instancia é instrucción and the municipal court of the present district of Guadalupe shall, from the 1st of July, 1900, remain in charge and under the care of the judges of the primera instancia é instrucción and municipal courts, respectively, of the northern district.

B. The archives, books, documents, and other existing property of the court of primera instancia é instrucción and the municipal court of the present district of Jesus Maria, shall, from July 1, 1900, remain in charge and under the care of the judges of the primera instancia é instrucción and municipal courts, respectively, of the southern district.

C. The archives, books, documents, and other existing property belonging to the primera instancia é instrucción and municipal courts of the present districts of Belen and Catedral shall, from the 1st of July, 1900, remain in charge and be under the care of the judges of the primera instancia é instrucción and municipal courts, respectively, of the eastern district.

D. The archives, books, documents, and other existing property belonging to the primera instancia é instrucción and municipal courts, respectively, of the districts of

Pilar and Cerro shall, from July 1, 1900, remain in charge and under the care of the judges of the primera instancia é instrucción and municipal courts, respectively, of the western district.

VII. Within the first ten days of the month of July next judges of primera instancia é instrucción and municipal judges of the city of Habana shall abstain from taking cognizance of cases not under their jurisdiction, and shall order that they be referred to the corresponding jurisdiction.

VIII. On the 1st of July next the municipal judges of the city of Habana shall open new books of the civil registry.

IX. The two correctional courts which begin their functions on the 1st of July next in the city of Habana shall be known as correctional courts of the first and second districts, respectively.

X. The correctional court of the first district shall exercise jurisdiction over all the territory assigned to the courts of primera instancia é instrucción of the northern and eastern districts.

XI. The correctional court of the second district shall exercise jurisdiction over all the territory assigned to the courts of primera instancia é instrucción of the western and southern districts.

J. B. Hickey,
Assistant Adjutant-General.

245.

Headquarters Division of Cuba,
Habana, June 21, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Articles IX, X, and XI of Order No. 214, series of 1900, Headquarters Division of Cuba, are hereby repealed.

II. During the first fifteen days of July, 1900, all the municipalities of the island shall proceed to appoint—

(*A*) Municipal judges for the towns which actually have such officials but which have no ayuntamientos.

(*B*) Substitute municipal judges for the above-mentioned localities.

(*C*) Sustitute municipal judges for towns which have ayuntamientos.

III. The municipal judges and substitutes who actually fill the offices mentioned in the preceding article shall continue in same until they surrender said offices to the functionaries who may be elected in accordance with the present order.

IV. The correctional courts which will be established July 1, 1900, in Habana, Mantanzas, Cardenas, Cienfuegos, Puerto Principe, and Santiago de Cuba in accordance with the provisions of Order No. 214, dated May 25, 1900, are hereby authorized to freely appoint the clerks of the court, deputy clerks of the court, and other clerks, alguaciles, and laborers which are assigned to them in Articles V and VI of said order.

V. The clerks of the court, deputy clerks, and other clerks referred to in the preceding article may be discharged from office only by the secretary of justice and at the request of the respective correctional judge, who will state his reasons therefor. The porters, alguaciles, and laborers may be freely discharged by said judge.

J. B. Hickey.
Assistant Adjutant-General.

No. 246.

Headquarters Division of Cuba,
Habana, June 22, 1900.

The military governor of Cuba directs the publication of the following order:

I. Beginning July 1, 1900, the transmission by post-office money orders of insular funds in amounts exceeding $300 will be discontinued, and the funds will be sent by registered mail.

II. In sending money by registered mail, the person sending it must properly secure it in a strong package or packages, the contents being counted and each package properly sealed in the presence of a witness, whose signature, with that of the sender, must appear on each package. A person receiving such funds by registered mail will open and count the same in the presence of the postmaster, taking care to so open the package as not to deface the seal, and should a shortage be found, the receiving postmaster will at once notify the forwarding postmaster and the post-office department of Habana.

III. All orders or instructions in force which conflict with the above are hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

No. 247.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 25, 1900.

The military governor of Cuba directs the publication of the following order:

The date mentioned in Order No. 225, current series of these headquarters, upon which disbursing officers of funds of the island of Cuba will turn in their unexpended balances, is hereby extended to July 7, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 248.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 25, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Until further orders, it is hereby authorized to postpone all appointments of municipal fiscals in the island of Cuba which may not have been made at the date of the publication of this order.

II. The municipal fiscals who, by virtue of said new appointments, should cease in their functions on the last day of June, 1900, shall continue in office until the new appointees take possession thereof.

J. B. HICKEY,
Assistant Adjutant-General.

No. 249.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 26, 1900.

For the information and guidance of all concerned, the military governor of Cuba directs the publication of the following regulations to govern the conduct of public works of the island of Cuba, paid for out of island funds, and which are in the charge of officers of the United States Army. All provisions, orders, or laws, or parts thereof in conflict with these regulations are hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

I. Disbursements for public works, under the charge of officers of the Army, will be made on the forms issued by the auditor of the island.

II. All projects for commencing new works must be submitted to the governor of the island, through military channels, for consideration.

When plans of any kind for public works have been approved by the governor of the island they must not be departed from in any particular without the express permission of the approving official.

III. The authority of the governor of the island must be obtained for the erection of temporary wharves and buildings required in the progress of a work; for the purchase of surveying instruments, professional books, maps and charts; of medicines; of means of transportation of surveying parties; for the rent of office room and purchase of furniture for same, and for the purchase or hire of any vessel or boat;

and the application for the authority must state the probable cost to be entailed. Extensive repairs upon any wharf, building, vessel, or boat must first be authorized by the governor. His authority must also be obtained for the employment and rate of compensation of assistant engineers, scientists, physicians, inspectors, draftsmen, clerks, copyists, overseers, steamboat captains, mates and pilots. When from the emergency of the work antecedent authority has not been obtained, approval after the fact may be given by the governor, at his discretion. In such cases the official making the purchase or procuring the service, in reporting the same to the governor, shall certify that the emergency of the work was such that the antecedent authority of the governor could not be obtained.

IV. The repairs of instruments may be made under the direction of the officer responsible for them when the exigencies of the service, in his opinion, require it, and the cost thereof charged to the work on which they are in use.

V. Officers in charge of public works may order journeys made by their subordinates, on duty connected with public works, within the limits of the districts under their charge. When the emergency is such that time does not permit of obtaining an order previous to making the journey, it may be approved after the fact. In this case the official should certify upon the traveling voucher "that urgent public duty required the journey to be performed without previous orders," and the voucher must be accompanied by the approval of the journey by the proper authority.

VI. Officials traveling under orders on duty connected with the public works will be paid travel expenses from the appropriations for the work for which the journey is required.

VII. The following books and files for each work will be required to be kept by the official in charge:

1. A cashbook, with daily record of receipts and expenditures.
2. An appropriation or allotment book.
3. A roll file, showing the name, occupation, time employed, and amount paid to each hired person each month.
4. A file containing a journal of operations, showing a daily record of the occupation of the persons employed on the work, the application of their labor, and miscellaneous facts connected with the work; with contract work, a record of the quantity of work done by the contractor daily, if possible, or at such times as the work can be measured, stating daily the number and occupation of men employed and number and kind of machines used by contractor.
5. A file of letters sent.
6. A file of letters received.
7. A file of orders received.
8. A press copy book or file of all vouchers paid.
9. A property file.
10. An index will be kept with each book and file.

VIII. The following reports and returns for public works will be sent to the military governor through proper channels by the officer in charge within ten days after the expiration of the month to which they relate, viz.: Monthly report of operations; monthly return of employees; monthly abstract of property purchased. Property returns must be rendered through the same channels for the quarters ending June 30 and December 31 of each year within twenty days after the end of the quarter to which they relate. After a complete return has been furnished, if there have been but few changes during a subsequent quarter, it will be sufficient to state these changes for the quarters ending March 31 and September 30.

IX. Each monthly report of operations will contain a brief financial statement in the following form: Total cost of work as given in approved project; total allotments previously reported; allotments received during month; total expenditures previously reported; expenditures during month; cash balance, subject to order of disbursing officer at end of month; estimated amount covered by existing contracts; estimated other outstanding liabilities; estimated available balance at end of month.

X. All money papers relating to each public work of the island under the charge of officers of the Army will be sent, within ten days after the expiration of the month to which they relate, by the disbursing officers responsible, direct to the chief of the bureau of accounts of the office of the governor of the island for administrative audit.

Accounts current will be made in triplicate. Two copies, accompanied by two sets of abstracts and one set of vouchers complete, will be forwarded.

The approval of the head of the bureau of these accounts, in so far as relates to the necessity or expediency of the expenditure and the prices paid, and his certificate that the mode of expenditure adopted under the laws and regulations from higher authority was the most economical and advantageous to the government, shall be final. If the disbursing officer certifies that the mode of expenditure was the most economical and advantageous to the government, the certificate of the head of that bureau to that effect may be omitted, and will be covered by the approval of said head of bureau indorsed on the account current.

XI. The proceeds arising from authorized sales of public property shall be deposited promptly to the credit of the treasurer of the island, and by him placed to the credit of the appropriation for the work from which they were derived, to be available for requisitions on estimates, in addition to the regular appropriation, if needed.

XII. No official has authority to insure public money or property. Disbursing officers are not authorized to settle with heirs, executors, or administrators, except by instructions and approval from the governor of the island.

XIII. When an official is relieved from duty on any work, he shall certify the outstanding debts to his successor and transmit an account of the same to the governor. Unless otherwise ordered, he will turn over the public money and property and the books and papers appertaining to the service from which he is relieved to his successor.

XIV. Certified checks may be accepted as guaranties to proposals and as securities for contracts.

XV. Extensions of contracts can be made only by permission of the officer authorized to approve contracts.

XVI. Whenever a contract is extended, and because of such extension deductions are to be made from sums due or to become due the contractor, the deductions shall be shown upon the vouchers and the balance shall be paid to the contractor. Payment of the expenses due to extensions of contracts shall never be demanded of contractors or received from them by officials or agents in the island government.

XVII. Vouchers in support of partial payments, or on which there are retained percentages, shall be made in triplicate, one copy to be retained by the disbursing officer and two to be forwarded to the accounting officers. It is proposed that the two vouchers be examined and compared when the officer's accounts are adjusted, one to be subsequently withdrawn by the auditor and filed as a subvoucher with the voucher for final payment. The triplicate vouchers referred to can be made without receipts and without copies of any subvouchers which may be filed with the original vouchers. They should, however, be complete in all respects and certified to by the proper officials.

XVIII. All movable public property will, if practicable, be conspicuously branded, or stamped if of metal, "O. P." before being used.

XIX. An inspector of public property will be detailed by the governor of the island at such times as the needs of the service require one. It will be the duty of the inspector to examine all property properly presented for inspection. His action will be to condemn and destroy, recommend to be sold, or declare such property still serviceable.

XX. The purchase of supplies and the execution of work will be conducted in the manner most economical and advantageous to the island government. If it be desired to purchase supplies in open market or to carry on a work by hired labor in cases not provided for in the Army Regulations, specific authority must first be obtained from the officer authorized to approve the project for the work.

XXI. Except as modified in the foregoing paragraphs, previous orders from these headquarters, and, in so far as they are applicable, the United States Army Regulations, will govern officers in the conduct of the public works.

XXII. The above provisions shall go into effect on and after the 1st of July, 1900.

No. 250.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 26, 1900.

The military governor of Cuba directs the publication of the following order:

Authority is hereby granted to municipalities throughout the island to rent for another year buildings at present used for school purposes at a rental not to exceed that now paid, the lease for the coming year to commence upon the expiration of that now in force.

J. B. HICKEY,
Assistant Adjutant-General.

No. 251.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following:

The two correctional judges and four municipal judges elected June 16, 1900, for the city of Habana are hereby assigned to their respective courts, as follows:

Antonio Gonzalo Perez, to the correctional court of the first district; Salvador Acosta y Baro, to the correctional court of the second district; Gaston Mora y Varona, to the municipal court of the northern district; Ramon Gonzales Arango, to the municipal court of the southern district; Ursulo J. Doval, to the municipal court of the eastern district, and Emilio Carrera Penarredonda, to the municipal court of the western district.

J. B. HICKEY,
Assistant Adjutant-General

No. 252.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 27, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. From July 1, 1900, municipal treasurers shall perform the duties which the municipal law, the decree of September 12, 1870, and the instructions governing the keeping of accounts, of October 4, 1870, and of May 27, 1881, assign to the treasurers and depositors.

Municipal treasurers must also collect income of any kind pertaining to municipal treasuries in the manner and form prescribed by the laws, the decree of March 25, 1899, Orders Nos. 123 and 138, Headquarters Division of Cuba, series of 1900, and all such as may hereafter be published.

Municipal treasurers are personally responsible for losses suffered by municipalities through their negligence or gross ignorance in the discharge of their duties. They shall therefore appoint the employees that may be necessary for the proper fulfillment of the work in their charge, submitting said appointments to the ayuntamientos for approval.

II. Only such ayuntamientos as may have an estimated income of their own of not less than $100,000 shall have an accountant. He shall also perform the duties of auditor, and be freely appointed to and discharged from office by the ayuntamiento.

In all other municipalities the accounts shall be in charge of the secretary of the ayuntamiento, and said accounts shall be audited monthly by a councilman appointed for that purpose by the municipal corporation.

III. Municipal treasurers shall under no circumstances make payments of any kind not authorized by the law or by an express order of the military governor of the island, and without first ascertaining whether there is an available balance within the budget allotment for the purpose.

IV. Municipal treasurers will make a report every six months to the secretary of finance of the island of the finances of their respective municipalities, clearly stating therein the estimated income, the collections and disbursements made, and giving the section, chapter, and article of the budget to which they relate.

V. The secretary of finance may, either personally or by delegation, examine the municipal accounts every six months, and he is authorized to declare any payment illegal, to fix the responsibility thereof on the proper functionary, and to exact from him or from his bondsmen the return of the sum illegally disbursed.

Should the secretary of finance deem any functionary incompetent through incapacity or immorality, he will report the fact to the mayor in order that the latter may take the proper legal action.

Against the decisions of the secretary of finance appeals may be taken before the military governor within ten days following the date on which due notice thereof shall have been given.

VI. The ayuntamientos shall fix the remuneration to be paid to municipal treasurers, accountants, and accounting secretaries, and the amount of the bond they shall furnish.

The secretary of the ayuntamiento, as well as the other employees except the treasurer, who are paid from municipal funds, shall be freely appointed to office and discharged therefrom by the ayuntamientos themselves.

Functionaries that render professional services shall have the status and legal conditions that the law in force provides.

VII. The appointments referred to in the two preceding articles shall be made by the municipal corporations and passed upon by at least two-thirds of the councilmen. In case of a tie the president shall cast the deciding vote, but should he not be disposed to exercise his right to vote the question shall be decided by lot.

VIII. Hereafter ayuntamientos shall prepare no other budgets but the regular and special ones.

The expenditures therefore and incomes which from any cause whatever should not have been realized within the fiscal year to which they belong shall be included in the subsequent budgets.

The regular budget shall be prepared in accordance with article 130 of the municipal law, and shall include the expenditures to be made for any reason whatsoever and the income to meet them.

The special budget shall only be prepared in the cases specifically stated in article 142 of the same municipal law.

IX. The provisions of this order shall not be considered obligatory on the municipality of Habana.

X. All orders and laws which in whole or in part are in conflict with the provisions of this order are hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

No. 253.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 27, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. Article II of Order No. 201, series 1900, Headquarters Division of Cuba, is hereby amended to read as follows:

The ayuntamientos, taking as a basis the number of members assigned to them by Article I of this order, and in the proportion established by the table added to article 35 of the municipal law, shall appoint the assistant mayors from among their own members.

Notwithstanding the provisions of the preceding paragraph, such ayuntamientos as may only have six members shall appoint one assistant mayor.

In order to complete the number of assistant mayors corresponding to each ayuntamiento, the councilmen who received the highest relative number of votes shall be appointed, respectively, to said office. Whenever two or more councilmen may have had the same number of votes the appointments shall be decided by lot.

Municipal mayors shall duly notify civil governors of said appointments, and the latter shall report same to the department of state and government.

II. In consequence of the provisions of the preceding article, the territory within the municipal boundaries (terminos) shall have, provisionally, the following number of municipal district and assistant mayors:

Municipal territory.	Assistant mayors.	Districts.	Municipal territory.	Assistant mayors.	Districts.
PROVINCE OF PINAR DEL RIO.			PROVINCE OF HABANA.		
Pinar del Rio	4	4	Marianao	3	3
Consolacion del Norte	3	3	Bauta	2	2
Consolacion del Sur	3	3	El Cano	2	2
San Juan y Martinez	2	2	Guanabacoa	3	3
San Luis	2	2	Managua	2	2
Viñales	3	3	Regla	3	3
Guane	2	2	Santa Maria del Rosario	3	3
Mantua	2	2	Jaruco	2	2
San Cristobal	2	2	La Salud	1	2
Candelaria	2	2	Aguacate	1	2
Julian Diaz	1	1	San Pablo de Bainoa	1	1
Los Palacios	1	2	Santa Cruz del Norte	2	2
San Diego de los Baños	1	1	San Jose de las Lajas	2	2
Guanajay	2	2	Tapeste	1	1
Artemisa	2	2	San Antonio de los Baños	3	3
Bahia Honda	1	2	Alquizar	2	2
Cabañas	2	2	Ceiba del Agua	1	1
Guayabal	1	2	Guira de Melena	2	2
Mariel	2	2	Vereda Nueva	1	1
San Diego de Nuñez	1	1	Bejucal	2	2

Municipal territory.	Assistant mayors.	Districts.
PROVINCE OF HABANA—continued.		
Batabano	2	2
Quivican	2	2
Santiago de las Vegas	3	3
Isla de Pinos	2	2
San Antonio de las Vegas	2	2
San Felipe	1	2
Guines	3	3
La Catalina	1	2
Madruga	2	2
Melena del Sur	2	2
Nueva Paz	2	2
San Nicolas	2	2
Guara	1	1
PROVINCE OF MATANZAS.		
Matanzas	4	4
Canasi	1	2
Guamacaro	2	2
Santa Ana	2	2
Cardenas	3	3
Carlos Rojas (formerly Cimarrones)	2	2
Marti (formerly Guamutas)	2	2
Maximo Gomez (formerly Guanajayabo)	2	2
Jovellanos	2	2
Alacranes (formerly Alfonso XII)	2	2
Bolondron	2	2
Cabezas	1	1
Union de Reyes	2	2
Sabanilla del Encomendador	2	2
Colon	3	3
Cuevitas	2	2
Macagua	2	2
Macurijes	3	3
Palmillas	2	2
Perico (formerly Cervantes)	2	2
Roque	2	2
San Jose de los Ramos	2	2
Jaguey Grande	2	2
PROVINCE OF SANTA CLARA.		
Santa Clara	3	3
Esperanza	2	2
Calabazar	3	3
Ranchuelo	2	2
San Diego del Valle	2	2
Cienfuegos	4	4
Palmira	2	2
PROVINCE OF SANTA CLARA—continued.		
Cruces	2	2
Rodas	3	3
Santa Isabel de las Lajas	2	2
Cartajena	2	2
San Fernando	2	2
Abreus	2	2
Sagua La Grande	3	3
Santo Domingo	3	3
Quemado de Guines	2	2
Cifuentes	2	2
Ceja de Pablo	2	2
Rancho Veloz	2	2
San Juan de las Yeras	3	2
Remedios	3	3
Caibarien	2	2
Vueltas	3	3
Placetas	3	3
Camajuani	3	3
Yaguajay	3	3
Trinidad	3	3
Sancti Spiritus	3	3
PROVINCE OF PUERTO PRINCIPE.		
Puerto Principe	4	4
Nuevitas	2	2
Santa Cruz del Sur	2	2
Moron	2	2
Ciego de Avila	2	2
PROVINCE OF SANTIAGO DE CUBA.		
Santiago de Cuba	4	4
San Luis	2	2
Caney	2	2
Cobre	2	2
Alto Songo	2	2
Palma Soriano	2	2
Guantanamo	3	3
Sagua de Tanamo	2	2
Manzanillo	3	3
Campechuela	2	2
Niquero	1	1
Bayamo	3	3
Jiguani	2	2
Holguin	3	3
Puerto Padre	2	2
Gibara	3	3
Mayari	2	2
Baracoa	3	3

III. The ayuntamientos shall proceed, as soon as possible, to divide, in accordance with this order and other existing provisions, their territory (termino) into municipal districts and the wards that are to correspond to each district. The districts into which each territory is divided shall have approximately the same number of inhabitants. No ward can belong to more than one municipal district. All suburbs and outlying territory not joined to the ayuntamiento towns shall constitute wards, whatever be the number of their inhabitants.

IV. The ayuntamientos shall decide as to which wards shall have ward mayors (alcaldes de barrio). These functionaries shall be freely appointed to and removed from office by the municipal mayors, and the persons appointed shall in every case be qualified voters and eligible as well as permanent residents in the locality. The municipal mayor shall notify the ayuntamiento of the appointments of ward mayors that he may have made.

V. The assistant mayor and ward mayors shall discharge the duties assigned to their offices by the laws in force.

VI. The municipal mayor, within a period of thirty days following the date of his assuming his office, shall forward a statement in triplicate to the civil governor of the province stating the number of city and county wards in the districts, the places where there are offices of ward mayors and the names of the incumbents. The civil governor shall forward two copies of said statement to the secretary of state and government.

VII. This order shall go into effect on and after July 1, 1900.

VIII. All laws and provisions or parts thereof in conflict with the provisions of this order are hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

No. 254.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order concerning the municipal treasury:

I. From and after July 1, 1900, the system of municipal taxation shall be the one established by this order, which revokes everything contained in former systems not specifically excepted herein.

II. Municipal expenditures and income shall be regulated by an annual estimate, or budget, prepared in conformity with the municipal law that may be in force at the time of its preparation.

Said budget shall comprise the expenditures that may be necessary during the fiscal year, with due specification of items and services to which they pertain, and the duly authorized income destined to meet the expenditures. The budget will show the expenditures and income to be exactly balanced, and no obligation shall be entered into, nor any payment made that is not provided for in the budget, without the express permission of the military governor in each case.

III. The general treasury of the island will pay the expenses of higher instruction and, until further orders, those of primary instruction; those of justice, with the exception of correctional and municipal courts; those of the audiencia prisons, with the exception of that in the city of Habana, and the police, except that in the city of Habana. It will give aid to such hospitals and charitable institutions as are not self-sustaining, and will, in all towns where it may be necessary, pay the expenses of sanitation. It will pay for public works of general utility. All the above payments to be in the manner and to the amount provided for in orders of the military government in force, and all such as may be issued hereafter. The treasury will pay no other municipal expenses.

IV. The incomes shall be divided into obligatorios y voluntarios (obligatory and voluntary).

Obligatory incomes are the following:

(*a*) Rentals and proceeds of properties; rights, or invested capital, that for any reason constitute the patrimony of the municipality.

(*b*) Rentals and proceeds of property; rights, or invested capital, belonging to institutions of public charity, education, and others of like nature, the management of which pertains to the municipality.

(*c*) The rates, in accordance with the general tariff agreed upon by the municipalities, for furnishing water from municipal aqueducts, and for other services of like nature, as well as for those of industrial or semiindustrial character not of general use, but for the advantage of interested parties who may ask for them.

(*d*) A special annual license tax on the direct sales for consumption of wines, liquors, and aguardientes, and, in general, on spirituous and fermented liquors, to be freely regulated by the municipalities.

(*e*) A tax also regulated by the municipalities on carriage and transportation business, rafting, and navigation in the waterways, or on the interior traffic of the harbors.

The taxable industries must be carried on within the municipal districts. Should they consist of tramways or suburban railroads traversing another municipal district, the municipalities interested will agree as to the manner and rate of taxation; the municipalities where the company's station with the principal workshops and warehouses is situated will make the collection of taxes, which shall be distributed in proportion to the number of kilometers of track in each municipality. Each municipality will collect from the company the "territorial" tax pertaining to it.

Should the interested municipalities not come to an agreement as to the manner and rate of taxation, or as to any of the necessary details to bring about the collection thereof, the secretary of finance will settle the controversy within the period of thirty days from the date on which he may have received the necessary data for the purpose. The Department may ask for further information, should it so deem proper, and direct the adoption of whatever measures it considers proper. Either of the interested parties may appeal to the governor of the island from the decision of the secretary of finance for final judgment, provided said appeal is made within twenty days from the date of the receipt of the decision of the secretary of finance. If within the aforesaid period the municipalities should arrive at an agreement, all further intervention by the department shall cease.

Be it understood that a suburban railroad line is "one having its terminal stations at points near the city limits, and is mainly, if not exclusively, engaged in the transportation of passengers outside of city limits to suburban towns or villages."

(*f*) Taxes on city and country property levied in accordance with the laws and regulation in force, and with the changes made by this order.

(*g*) The industrial tax under the heading comprised in the first three tariffs of the regulations in force, with the exception of the heading reserved by the central office, in accordance with the rulings in force, and with the changes contained in this order.

(*h*) A license tax on industries, trade, professions, and arts at present comprised in the fourth and fifth tariffs in the manner that the municipality may agree upon.

(*i*) When the business of rafting and lightering, in connection with the interior traffic of harbors, is carried on in a port that is bounded by more than one municipal district, the same quota will be for all, and will be collected by the municipality where the business office is situated. If said business is on waterways, the tax will also be collected by the municipality within which the office is situated.

Carts and vehicles used for the transportation of the products of rural properties by the owners thereof or their agents, are exempted from the payment of said tax, provided the carts or vehicles are the property of said owners.

(*j*) A tax on municipal contracts for the performance of public services, or of public nature rendered within the district in proportion to the profits accruing to the holders of said contracts, be they private individuals, associations, or companies, not to exceed 6 per cent of said profits.

(*k*) The quotas established for the use of the municipal slaughterhouses and for the killing of cattle outside of the same, in accordance with the order of June 9, 1899.

(*l*) A tax on articles of luxury, comfort, or of inconvenience to the neighborhood, such as riding horses, private carriages, dogs, etc., the tax on bitches being $5 and on dogs $2.50.

(*m*) Fees that under the laws pertain to municipalities, such as those for proving weights and measures, and such like.

(*n*) Municipal fines, pecuniary indemnities that pertain to the municipality, surcharges levied upon delinquent taxpayers, and pecuniary penalties imposed on defrauders of the municipal rentals and incomes.

(*o*) A tax of 5 per cent on the gross income of cemeteries that do not belong to the municipality.

Voluntary incomes are the following ones:

(*a*) An assessment or license tax on trades that are occasionally exercised on the public highways at fixed or varying places.

(*b*) Remuneration for the carriage of slaughtered meats from slaughterhouses to market stands, in the towns and districts in which heretofore the service existed.

(*c*) Taxes on the following:

Utilization and supply of the public municipal waters for private use. (Water rates.)

Municipal mineral baths.

Permits for building in towns.

Burials in municipal cemeteries (only to be imposed upon those who are taxpayers to the extent of at least $30 annually).

Funeral carriages (hearses).

Issuance of certificates in the case of municipal records or documents filed in the archives, whenever it be not in case of appeal of any of the residents against the municipality.

Public entertainments and balls.

Lawful games.

V. The voluntary receipts will be freely assessed by the municipalities.

VI. The rate of tax on leviable income, on city property, will not be above the following:

Twelve per cent in the whole municipal district of Habana.

Ten per cent within the city limits of the present capitals of provinces and the municipal districts of Cardenas, Sagua la Grande, Caibarien, Gibara, Manzanillo, Cienfuegos, Marianao, Regla, and Guanabacoa.

Eight per cent in the remaining districts of the provinces of Pinar del Rio and

Habana; in the capitals of judicial circuits, with the exception of Bayamo and Moron; in the districts of Union de Reyes, Bolondron, Corral Falso de Macurijes, Jovellanos, in the province of Matanzas; in the municipal districts of the judicial circuits of Sagua la Grande, Remedios, Santa Clara, Cienfuegos, and in the city limits of Ciego de Avila.

Six per cent in the districts not mentioned and excepted in the foregoing paragraphs; in the rural wards of the capitals of Santa Clara, Puerto Principe, and Santiago de Cuba, and in the rural wards of the capitals of judicial circuits not especially mentioned in the preceding paragraph.

VII. The territorial contribution on leviable income of rural property will not exceed the following:

Eight per cent on sugar plantations to manufacture sugar, and working as such.

Six per cent on plantations devoted to the cultivation of sugar cane, tobacco, or to various other products at the same time, in an industrial sense.

VIII. The other rural properties will be taxed according to the following rates:

Six per cent on those situated in the present judicial circuits of Habana, Guanabacoa, and Marianao.

Four per cent on those located in the rest of the province of Habana less than 4 leagues distant from the capital of the province, and the cities of Cardenas, Sagua la Grande, Cienfuegos, and Manzanillo.

Two per cent on those in the remainder of the island.

IX. The territorial tax will be administered and collected in accordance with the regulations and orders in force or which may be issued in the future. The present assessments will serve as a basis until another one is made.

X. In the assessment of taxes on city property the municipality may, at the request of the party interested or of its own accord, after hearing the parties interested, make all proper rectifications. Said partial rectifications shall be ordered by the municipal mayor or decided upon by the municipal council, and will be agreed to by a majority of votes of the commission of finance of the ayuntamiento, associated with an equal number of taxpayers on city property who are permanent residents of the district and are appointed by the mayor.

In the case of rectification the right of appeal can be had before the secretary of finance.

XI. The following rules will be observed in the collection of territorial taxes on rural properties:

1. Only rural property which has not been destroyed by the war will be taxed.

2. For the purpose of fixing the tax rate, the products from the cultivation of minor crops for the maintenance of the occupants of any property devoted by its nature to any other kind of industry will not be included.

3. Each municipality will make a general census of rural properties in accordance with instructions that are published by the military government, and in the meantime they can collect, in accordance with the census at present in force, the taxes on the rural properties which were not destroyed by the war.

XII. A commission composed of three councilmen appointed by the mayor and three taxpayers on rural property, who are permanent residents of the locality, will adjust claims presented by the taxpayers on rural properties. A decision will be reached by a majority of votes.

Appeal against said decision can be had before the secretary of finance.

XIII. The industrial subsidy on the items included in the first three tariffs of the regulation in force will be collected in conformity with the present contributors' list, and the additions and deductions that may have occurred, or may occur, and in conformity with the regulations and other instructions in force, but all subject to the following rules:

1. In the municipalities where city property may pay as a maximum 12, 10, and 8 per cent on the leviable income, respectively, the rate will be that corresponding to its class, and the deduction stipulated in the decree of March 25, 1899, will be abolished, only the taxes on personal salaries, gymnasiums, and institutions of learning remaining suppressed.

2. In the districts and wards where city property continues paying 6 per cent the rate will be that corresponding to its class, and the reduction stipulated in said decree of March 25, 1899, will be abolished, except in the case provided for in the foregoing paragraph in relation to the personal salaries, gymnasiums, and institutions of learning.

XIV. The commission of finance of the municipality, associated with an equal number of subsidy payers, who are permanent residents of the district and appointed by the mayor, will adjust claims of subsidy payers. A decision will be subjected to a majority of votes.

Appeal against said decision may be had before the secretary of finance.

XV. The secretaries of the various commissions created by this order will be appointed by the mayor.

XVI. The municipalities will collect all their receipts by administration; that is, through their salaried personnel, according to the municipal budget, and who shall have furnished the bond required by law.

All extra taxes, fines, indemnifications, and pecuniary penalties of a municipal nature will be duly deposited in the municipal treasury.

XVII. It is understood that all rates of tax are payable in American currency or its equivalent. The rents, profits, values, and all kinds of incomes, whenever rectification, revisions, and census be made, must be collected in the same kind of money.

In the case of previous pecuniary obligations, what may have been stipulated must be complied with, but in the future contracts must be made on the basis of United States currency.

XVIII. Territorial taxes, city and rural, will be collected for the present quarterly in advance.

The taxpayer will pay the quota within the first thirty days of the quarter to which it belongs. From the first day of the following month he will be considered tardy, and will be charged 6 per cent interest until the date of settlement, should he effect the payment within six months. If six months should elapse without a settlement, the charge for the delay will be 12 per cent of the said contribution, and said 12 per cent will be charged until settlement.

One year from the date of the original obligation the property will be seized to collect the quota, the extra charges and expenses incurred in the proceedings of the embargo.

The municipality will have on the real estate of the debtor the legal mortgage established by the mortgage law in force for the quotas of the last two years.

XIX. Industrial taxes and patents, licenses and taxes on provisions, will be exacted quarterly in advance if the quotas be not in full or annual. New taxpayers will pay the respective quota at the time the license is issued.

After the first month of the quarter year the taxpayers of said classes will be charged an extra 10 per cent; after the second, 25 per cent, and after the third the property of the debtor will be seized and sold to pay the debt, with an extra charge of 12 per cent of interest on the quota until the day of settlement, plus the expenses entailed by the proceedings.

XX. A payer of industrial taxes or of patents, levies, and license, is obliged to have in a visible place in his store, shop, or office the receipt of the last payment due and made. If this order is not complied with, a fine of from $10 to $50 will be imposed, which must be paid to the municipal treasury. In case of repetition of the offense, the store, shop, or office will be closed.

XXI. Each receipt shall state the nature of the tax it represents as well as the individual quota of the payer.

Should the receipt be for rural or city property taxes, the leviable income of the property and its corresponding quota, with the percentage it represents, will be stated therein.

XXII. The taxpayer who considers the taxes or assessment charged to him illegal may appeal to the department of finance during the first month of the quarter year to which the notice refers for any kind of property.

The department of finance may suspend the collection pending its decision, if it deems proper, without detriment to its final action. Whatever rights to civil and criminal action the law in force may sanction shall remain unaffected.

XXIII. At the beginning of each quarter year the municipal collector will send each taxpayer a written notice stating the amount of his indebtedness for the quarter year, leaving it at the residence or store taxed. In said notice shall be inserted this article, the preceding one [XXII], and those relating to tardiness.

XXIV. The rectifications that may be made in the assessment shall have no retroactive effects.

To the payer of the subsidy tax, or of any other kind, a term of thirty days is granted in order that they may rectify the nature of their taxation, or to make their declarations without incurring any penalty.

XXV. Municipal taxes shall not be collectible from the taxpayer ipso facto after the expiration of the two succeeding years to which they may correspond.

XXVI. The prohibition of taxes, assessment, or patents on eatables, drinkables, and combustibles, such as wood and coal, is ratified; also on importation or exportation that may affect free competition or circulation of wealth. The taxation on meats is also prohibited, except as heretofore provided.

XXVII. The central office will continue to collect taxes and contributions kept in force by the orders published up to date.

XXVIII. The municipalities will forward to the finance department a copy of the approved municipal estimates.

XXIX. The department of finance may make an inspection of municipal accounts every half year.

J. B. HICKEY,
Assistant Adjutant-General.

No. 255.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Municipal judges who were elected on the 16th of June, 1900, shall take oath of office and enter upon the discharge of the duties of the same in the manner prescribed in articles 109 and 110 of the Digest of January 5, 1891.

J. B. HICKEY,
Assistant Adjutant-General.

No. 256.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 28, 1900.

The military governor of Cuba directs the publication of the following order:

The following rules and regulations of the presidio at Habana are hereby promulgated, and the warden of said presidio is hereby ordered to see that said rules and regulations are enforced. These rules and regulations supersede all rules and regulations previously published.

RULES AND REGULATIONS.

The control and management of the presidio at Habana is hereby vested in the secretary of state and government, who shall have power to appoint, with the approval of the military governor of the island of Cuba, a "warden" and "deputy warden," and shall have power to appoint, on the recommendation of the warden, all other officers provided for herein and necessary for the safe-keeping, care, and protection of convicts.

Every convict, when discharged from the presidio, shall be furnished with transportation to the place of his residence at the time of his commitment, under sentence of the court, and if the term of this imprisonment shall have been for one year or more, he shall also be furnished with suitable clothes, cost not to exceed $7, and $5 in money.

THE WARDEN.

1. The warden, in the performance of his duties as chief executive officer of the presidio of Habana, shall be guided by such rules and orders as may be promulgated by the military governor of Cuba and by the secretary of state and government for the presidio.

2. The orders of the warden shall be cheerfully and implicitly obeyed by all subordinate officers under his charge, and he shall have power to suspend, and for flagrant violations of orders or failure in the performance of duty he may dismiss, subordinates, subject to the approval of the military governor if the appointment of said officer was approved by him, and subject to the approval of the secretary of state and government if the appointment was approved by him.

3. It is the duty of the warden to see that all rules and regulations pertaining to all departments of the penitentiary are firmly and impartially enforced.

THE DEPUTY WARDEN.

1. The deputy warden is the assistant and agent of the warden in the general government and management of the penitentiary more particularly in matters of discipline of its officers and convicts.

2. He shall attend daily at the penitentiary from 7 o'clock in the morning until after the convicts shall have been locked up at night.

3. In the absence of the warden from the penitentiary the deputy warden shall perform his duties and shall not leave the penitentiary until the warden returns.

4. He shall not be absent from the penitentiary premises at any time during the day when the convicts are out of their cells without first obtaining leave from the warden.

5. He shall visit the penitentiary occasionally during the night by surprise, and personally ascertain that the convicts are all secure and that the officers are on duty and alert.

6. Under the orders of the warden, he shall have special control and direction of the guards, foremen, and other employees of the penitentiary, excepting the officers in charge of the archives and finance, and shall be responsible that every one performs his respective duties with intelligence, fidelity, and zeal. And it shall be his duty to report to the warden, strictly and promptly, every neglect of duty, impropriety, or misconduct on the part of any officer.

7. He shall report to the warden the name of every officer coming on duty under the influence of intoxicants or without being in uniform.

8. He shall not grant leave of absence to any officer for a longer period than one day without consulting the warden, except in cases of emergency.

9. He shall enforce obedience to the penitentiary rules and regulations and to all orders given from time to time by the warden, and shall maintain generally the police and discipline of the penitentiary with exactness, for which purpose he shall frequently during the day, but at irregular periods and without notice, visit the shops, yards, hospital, kitchen, cells, and other apartments of the penitentiary and the different places where work is in hand, taking every precaution for the security of the penitentiary and convicts, seeing that the officers are vigilant and attentive to their duties and that they keep the convicts under them diligently employed during their hours of labor.

10. He shall not permit any book, pamphlet, or newspaper to be read by any officer, nor to be in his possession, while on duty in or about the penitentiary.

11. When a convict is received the deputy warden shall see that he is properly bathed, clothed in a penitentiary suit, and duly inspected by the physician and vaccinated. He shall then read and explain to him the rules and regulations for the government of convicts, give him his privilege tickets, and assign him to duty under the direction of the warden.

12. He shall at short intervals examine the locks, levers, and gratings in and about the entire penitentiary and see that they are in good condition.

13. He shall exercise due vigilance to see that there is no misappropriation of the property of the penitentiary; that not only no willful waste, but also no want of economy in the necessary consumption or the use of supplies takes place, without making such known to the warden immediately.

14. He shall consider it his duty to make himself acquainted with the social habits and conduct of every subordinate officer and employee, and particularly whether, when off duty, he is a frequenter of saloons or other houses of similar resort, or associates with idle or loose characters, and report the facts to the warden.

15. He shall see that no material is allowed to be placed near the inclosing walls, and that nothing is accessible to convicts which can facilitate escape. He shall especially see that ladders are properly secured.

16. He shall have a vigilant eye over every person who may have business about the penitentiary, to see that nothing is carried in or out for a convict, and, so far as he can, that no communication of any description is attempted by such person with any convict except by authority and in the presence of an officer.

17. He shall every evening, before relieving the guard from duty, verify by actual count the written daily count report furnished him from the office.

18. It will be incumbent upon all the officers of the penitentiary to give the strictest attention to the conduct and character of every convict, and especially it shall be the duty of the deputy warden to satisfy himself as to the behavior of every convict, his industry, alacrity, and zeal in the execution of his work, so that the deputy may be able to advise with the warden as to the recommendations to be made in the case of each convict; and for this pupose he shall communicate freely with every officer in charge of convicts when making his rounds.

19. The deputy warden shall, under orders from the warden, investigate all reports of offenses committed by convicts and make disposition of the same. In these investigations the deputy warden shall be careful in endeavoring to arrive at the truth concerning each case; in awarding punishment he shall take into consideration the age, previous conduct, habits, and disposition of the offender, so far as he may be

able to ascertain the same, and in the administration of punishment he shall take special care to deprive it of all appearance of personal vindictiveness, even under great provocation, at the same time making it sufficiently severe, without cruelty, to secure the end desired. He shall make daily written report to the warden of all convicts reported to him, the nature of their offenses, and of all punishments awarded or administered.

20. The only disciplinary punishments of convicts allowed to be administered in the penitentiary are:

a. Taking from convicts one or all of their privilege tickets.
b. Reduction in grade.
c. Solitary confinement on short rations of bread and water.
d. Handcuffing convicts to the grated cell door at the height of his breast.
e. Extra work in cleaning penitentiary.

Corporal punishment of any kind is prohibited.

CLERICAL FORCE.

The clerical force of the penitentiary will consist of three clerks, designated as "officer in charge of archives," "officer in charge of finances," "officer in charge of shops," and one assistant for each.

OFFICER IN CHARGE OF FINANCES.

1. He shall be the warden's accountant and his assistant and agent in matters of the accounts and fiscal affairs of the penitentiary and shall, as such, be responsible for the safe-keeping and orderly arrangement of all the accounts, vouchers, bills, and other documents of every kind confided to him.

2. It shall be the duty of this clerk to keep a complete and systematic set of books, which shall show the amounts of money under the several appropriations that have been advanced the warden by the treasury department for the maintenance of the convicts in the penitentiary and the expenditures incurred on account of the institution.

3. He shall also keep a regular account with all contractors furnishing supplies to the penitentiary and of all purchases of whatever kind and description made by the warden.

4. His accounts shall be prepared monthly and in the hands of the warden for transmission to the secretary of state and government on or before the 10th day of each succeeding month.

5. He shall make to the warden a detailed financial report at the end of each fiscal year and from time to time furnish him, as required, with such other statements and exhibits as the warden may direct.

6. He shall assist the warden in making such statements and exhibits as are, under the instructions of the secretary of state and government, required of the warden.

OFFICER IN CHARGE OF ARCHIVES.

1. He shall have charge and be responsible for the preservation, under the supervision and immediate direction of the warden, of the archives of the penitentiary and of the following books and records:

a. The warden's record of official orders.
b. The convict register and complete index thereto.
c. The discharge register and records.
d. The record of statistics.
e. Punishment record.
f. The commitment of all convicts received and all papers bearing upon their cases.

2. He shall preserve and take care of the measurements, photographs, and negatives of every incoming convict and keep the respective photographs and measurements in orderly arrangement.

3. He shall, on the blanks furnished him, take a detailed personal description of every incoming convict, and also take his written consent to the examination of his incoming and outgoing mail by the warden or an officer authorized by him. If such written consent is not given, the convict will be notified that his mail shall not be received by him until the completion of his sentence.

4. He shall, at the end of every month, make from the discharge register a complete list of all convicts to be released during the succeeding month by expiration of entence and furnish a copy of this list to all officers whose business it is to be quainted with it.

5. He shall keep such miscellaneous records and other records as the warden may direct, rendering a report at the close of the fiscal year with such statistical information as may be required, and shall perform such other clerical duties as the warden may require.

OFFICER IN CHARGE OF SHOPS.

1. He shall be the warden's agent in all matters pertaining to the control of the workshops of the penitentiary.

2. He shall, on the approval of the warden, select foremen and workmen for the shops; he shall also keep a record of convicts who enter and are discharged from the shops.

3. He shall receive from the captain of the day watch all supplies, material, etc., received for the use of the shops and shall be accountable to him for the same.

4. He shall make daily reports to the warden of all material, supplies, etc., received by him for use in the shops, all manufactured articles that leave the shops, the output of the shops for the day, and such other reports as the warden may call for from time to time.

5. He shall be responsible to the warden for the proper and economical expenditure and use of all material received in the shops.

6. He shall keep an account of the work done by all convicts, and distribute the proceeds as ordered by the military governor, which shall be for the present in accordance with the laws in force.

CAPTAIN OF THE DAY WATCH.

1. The captain of the day watch shall attend daily at the penitentiary from the hour of unlocking in the morning until 6 o'clock at night.

2. He shall assist the deputy warden in the discharge of his duties whenever called on by him; and in the absence of the deputy warden from the penitentiary, he shall perform all the duties incumbent upon that officer.

3. He shall assist the deputy warden in maintaining and executing the rules of government of the penitentiary, and report to him any violations of the same, by either the officers or convicts, that may come under his notice.

4. He shall keep, mornings and evenings, the time of noncommissioned officers on duty during the day and report the same to the deputy warden on the first of each month.

5. He shall attend the daily sick call, accompanying convicts who are to see the physicians from the different workshops to the hospital, and ordering them to sick cell or on duty as the physician may direct.

6. He shall have charge of the armory, assigning to guards and keepers their arms and accouterments and seeing that everything belonging to the armory, including the special supply of lanterns, is in good condition and serviceable at a moment's notice.

7. He shall inspect the arms and equipments of the guards at least once a week, and report any officer whose rifle or equipments are not in good order. He shall frequently inspect all the arms and equipments not in daily use, and see that they are kept in thorough repair.

8. He shall be the custodian and keeper of all supplies purchased for the use of the penitentiary by the warden or his agent, and shall be held strictly responsible for the proper expenditure of same.

9. He shall personally receive, check from bills of particulars, and inspect all goods delivered to him, and report deficiencies in quantity and quality of the same to the officer in charge of finance, and also to the warden, who will decide as to their receipt or rejection. He will have charge of issuing supplies to the different departments on requisitions approved by the warden, and shall not issue anything without having the warden's approval therefor, and without taking and filing receipts, in all cases.

10. He shall, under the direction and supervision of the warden, keep accurate accounts of all transactions in the store, and of all receipts and issues, and shall each day report such transactions, receipts, and issues in detail to the warden.

11. He shall every three months take inventory of all property in the penitentiary and give a transcript of the same to the warden, on forms prepared for that purpose.

CAPTAIN OF NIGHT WATCH AND NIGHT GUARDS.

1. He shall assign the night guards to their respective posts. The night force shall go on duty at the sound of the trumpet, and remain on duty until the signal is given in the morning for unlocking the cells in the prison.

2. The captain shall be held responsible for the security of the prison, and see that good order is maintained during the night. He shall make report to the warden in the morning of any unusual occurrence, or any violations of the rules and regulations of the penitentiary that may have taken place during the night. It shall be his duty to call the warden at any hour during the night that he may regard his presence necessary.

3. It shall be his duty to make a thorough inspection of the penitentiary during the night, often enough to personally convince himself of the watchfulness of his subordinates in the different parts of the prison.

4. He shall require of all officers or citizens who work inside of the walls at night a strict compliance with all the rules that prevail in the daytime. Any violation of these rules shall be reported to the warden, who, with the deputy warden and the reporting officer, shall decide as to whether or not the officer or employee should be discharged.

5. He shall not, under any circumstances, leave the penitentiary during his time of duty, or until properly relieved, without the consent of the warden.

6. The night guards having charge of the cell houses shall not hold conversation with the convicts, or suffer the convicts to speak to them, except to make known immediate wants; they must use their utmost exertions to suppress noise of any kind, and report to the captain of the night watch any violations of the rules and regulations of the penitentiary by the convicts while in their cells.

7. The guard in charge of the solitary shall closely follow the instructions of the warden and deputy in regard to inmates of punishment cells, and shall every morning make written report to the warden of the number of convicts in solitary and their condition during the night, noting every unusual occurrence coming under his observation.

8. The night guard in the hospital shall observe the rules governing the hospital steward in regard to inmates of the hospital, and attend conscientiously to the wants of the sick.

9. The night guard shall at all times be very careful to avoid the outbreak of fire, and in such cases immediately sound the alarm, and use all his own efforts to check same.

THE PHYSICIAN.

1. He shall attend at all times to the wants of the sick convicts, whether in the hospital or in their cells, and shall render them all necessary medical service.

2. He shall examine weekly the cells of the convicts, for the purpose of ascertaining whether they are kept in a proper state of cleanliness and ventilation, and report the same weekly to the warden.

3. He shall examine at least once a week, and oftener if he thinks proper, into the quality and condition of the provisions provided for the convicts, and whenever he shall have reason to believe that any provisions are prejudicial to the health of the convicts, he shall immediately make report thereof to the warden. He shall also have power, and it shall be his duty, to prescribe the diet of the sick convicts, and his directions in relation thereto shall be followed by the warden and steward.

4. He shall vaccinate every convict on his entering the penitentiary, and examine him as to the condition of his heart, lungs, and chest, evidence of previous or present hereditary disease, and keep a record of such examination in a book provided for that purpose.

5. He shall visit the penitentiary every day between the hours of 6 and 10 in the morning. When the state of a sick convict requires it, he shall visit at such other hours as he may think the case demands, and if sent for at any time by the warden or deputy warden, he shall immediately repair to the penitentiary to the exclusion of all other engagements.

6. He shall keep a daily record of all admissions to the hospital, and the cases treated in the cells or elsewhere, indicating the sex, color, nativity, age, occupation, habits of life, period of entrance, and discharge from the hospital, disease, and the prescription and treatment in each case.

7. He shall have full control over the patients in the hospital, subject to the rules of the penitentiary and instructions of the warden, and shall leave his general daily instructions as to the government, etc., of the patients with the assistant.

8. It shall be the duty of the physician, in case of any convict claiming to be unable to labor by reason of sickness, to examine such convict, and if in his opinion, upon examination, said convict is unable to labor, he shall immediately certify the same to the warden, and such convict shall thereupon be released from labor and admitted to the hospital or placed in his cell or elsewhere for medical treatment,

as the physician shall direct, having a due regard for the safekeeping of such convict; and whenever the physician shall certify to the warden that such convict is sufficiently recovered to be able to labor, said convict shall be required to labor, and not before.

9. He shall examine carefully every morning all convicts in punishment in the solitary cells, and shall make written report to the warden of their condition. He shall be particular to report to the warden, in writing, any convict whose health he thinks is suffering or endangered by the punishment he is undergoing, and shall recommend such changes in the diet of convicts in punishment as he may think necessary. He shall require the assistant to make a similar examination every evening between the hours of 4 and 5 o'clock, and make a written report of the same.

10. He shall, whenever in his opinion a convict becomes insane, certify that fact to the warden, giving his reasons therefor, and make on blanks furnished him for that purpose a brief statement of the general condition of the patient, together with recommendation of what disposition shall be made of him.

11. When a convict dies, the physician shall record the nature of the complaint and all the circumstances connected therewith that he may deem proper and necessary, and report to the warden.

12. When the physician considers it necessary, or when required by the warden, to make a post-mortem examination on the body of a deceased prisoner, he shall do so within twelve hours after the decease. He shall make written report of his examination to the warden, and of his conclusion as to the cause of death.

13. He shall make a written report daily to the warden of the attendance at sick call in the morning, and of the disposition made of those reported sick; also of all admissions to and discharges from hospital, deaths, etc.

14. He shall, whenever requested so to do by the warden, make a careful examination of any convict, and make a written report of his condition.

15. He shall make report monthly to the warden of patients received into the hospital, or treated in the cells or elsewhere, during the preceding month, stating their respective ages, color, diseases, occupation in penitentiary, quantity and kinds of medicines administered during the month, the time they have remained in the hospital, date of commencement and termination of treatment, and number of days during which said patients, in consequence of sickness, have been relieved from labor; also of all deaths and causes thereof, transfers to insane asylums, etc.

16. He shall make a yearly report to the warden, for transmission to the secretary of state and government, of sanitary conditions of the penitentiary for the past year, in which all information in his daily and monthly reports shall be condensed. This report shall also contain lists of convicts who have died, or been certified to be insane during the year.

ASSISTANT PHYSICIANS.

1. Two undergraduates shall be assistants to and shall act under the immediate direction of the physician. At least one assistant shall be at the hospital at all hours during the day, except when called by his duties to other parts of the penitentiary or when relieved by the warden.

2. He shall be responsible for the nurses, orderlies, and other persons employed about the hospital, and shall see that discipline is at all times maintained and the security of the inmates carefully guarded.

3. He shall have charge of the hospital, for the good order and cleanliness of which, and of all its approaches and surroundings, he shall be responsible.

4. He shall have charge of the sick in the hospital and of the convalescent convicts so long as they are receiving advice from the physician, and shall strictly attend to all instructions that may be given him as to their medicines, diet, and treatment.

5. He shall also attend to ailing convicts not in hospital to whom medicine is administered.

6. He shall see that every ward in the hospital is well ventilated, the bedding and clothing cleansed and changed when necessary, the ceilings, walls, and floors kept clean, and that all impurities of every description are instantly removed.

7. He shall attend the physician in his visits to the sick, make up all the prescriptions, compound all the medicines, and see that they are administered in the form and at the times ordered by the physician.

8. Should the symptoms of any patient appear to him to become aggravated, he shall at once report to the warden or deputy in order that if necessary the physician may be sent for without loss of time.

9. Should he observe the death of a convict approaching, he shall at once notify the warden or deputy.

10. It shall be his duty to make a tour of the wards of the hospital frequently during the day and especially he shall do so as his first duty in the morning, and the last duty at night.

11. When a convict is received sick from the cell house during the night the officer on duty shall immediately notify the warden or deputy, if the case seems to him to be urgent.

12. No alcoholic or intoxicating liquors shall be issued to any employee or convict under any circumstances, except upon the written order of the warden, or the written prescription of the physician.

CHAPLAIN.

1. The bishop of the Catholic Church in Habana may select from among his clergy a minister, who may conduct religious services in the penitentiary under such requirements as hereafter follow and as the warden may prescribe, and may attend to the spiritual wants of the convicts.

2. He shall furnish, at the expense of the government a Bible to each convict who may desire one.

3. It will be the duty of the chaplain to say mass on Sundays, after which he may address in the chapel such convicts as wish to attend. He shall hold no communication with convicts at other times, except on their own request properly made through the warden, and said communication shall be such as may be necessary and proper in imparting to them secular and religious information.

4. He shall not furnish the convicts with any information or intelligence with relation to outside matters, except by permission of the warden. He shall make no attempt, directly or indirectly, to proselyte convicts. If any convict desires communication with a minister or instructor of his particular faith, on proper application to the warden it shall be allowed, under and in conformity with the laws and general regulations of the penitentiary; but such minister or instructor on such occasions must in all things conform to the rules and regulations for the government of the chaplain, any infringement or departure from which will debar him from future intercourse with the convicts.

THE PENITENTIARY STEWARD.

1. The penitentiary steward is the commissary officer of the prison. He shall keep a neat and complete set of commissary books of receipt and issue, and shall make to the captain of the day watch a daily report of the quantity and value of each kind of food issued, the gross value, the number of convicts fed, the average cost per man per day, and the bill of fare for each of the three meals.

2. He shall furnish the captain of the day watch in due time an estimate for the monthly subsistence of the convicts.

3. He shall keep a careful watch on all departments of the commissary, guarding against waste and extravagance, and shall be responsible for the cleanliness of the kitchen and dining rooms and subsistence stores and cooking.

4. He shall see that each convict gets a sufficiency of such food as may be prescribed by the warden.

5. He shall carefully check all deliveries of subsistence and see that in quality they are equal to the sample and in quantity equal to the amount of the purchase, making proper report to the captain of the day watch.

6. The steward shall carefully watch every department under his charge and promptly report to the warden anything he may detect detrimental to the safety and welfare of the penitentiary.

7. He shall take special care that utmost cleanliness prevails in the kitchen, the storerooms, and in every chamber or vessel in which provisions are kept or from which they are eaten.

8. He shall daily attend upon and see to the cooking and serving of the provisions for the convicts, to the end that no improper food is used, that it is cooked in a proper and cleanly manner, served in clean, wholesome vessels, and equally and honestly distributed to the convicts.

THE ENGINEER.

1. This officer shall be detailed by the proper authority from the engineer's department of the city of Habana. He shall have charge of all machinery and fixtures employed for the service of the penitentiary.

2. He shall have charge of the water-supply system for the penitentiary, shall be

responsible for the condition of the necessary pipes, pumps, and other appliances, and for any unnecessary waste of water.

3. He shall have the supervision of all apparatus for cooking and heating purposes of the penitentiary and shall see that the same is kept in good condition.

4. He shall have supervision of the sewer system of the penitentiary and direct the construction and repairs of the same.

5. He shall have charge of the organizing and preservation of the fire department of the penitentiary, and see that the fire buckets, grenades, etc., are placed in different stations throughout the penitentiary and that they are in a good and serviceable condition.

6. He shall see that all machinery, tools, implements, materials, stocks, or other effects necessary for carrying on the above-mentioned duties and industries are properly used, taken care of, and accounted for.

PENITENTIARY SCHOOL.

1. This school shall be in charge of one schoolmaster, who, under the direction of the warden, shall be in complete control of the instruction of the convicts.

2. Attendance shall be compulsory with all those convicts unable to read and write. Other convicts may attend or not as they wish on obtaining permission from the warden.

3. All convicts attending the school shall have at least one recitation of one hour per day, and the total number of convicts attending school shall be so divided into classes as to render this possible. Convicts will be taught in reading, writing, and the fundamental rules of arithmetic.

4. The schoolmaster shall keep a record of attendance, proficiency, etc., showing all data of any value in connection with the school. He shall make daily reports to the warden of all absentees, stating cause of the same, and shall make such other reports as the warden may direct.

THE PENITENTIARY BAND.

1. The object of the band is to furnish a means of studying music to those convicts specially fitted therefor and to improve the discipline of the penitentiary.

2. The band shall not exceed 35 pieces, and shall be under the direction of a bandmaster, who shall instruct the band at least two hours daily. He shall be in complete control of the instruction of the band, and, with the approval of the warden, shall assign hours of study, practice, etc.

3. The bandmaster shall keep a record showing attendance, proficiency, etc., of the different members of the band, and shall make to the warden daily reports of the absentees, and all other reports that he may require from time to time.

4. He shall personally conduct the band in all concerts as determined by the warden.

DENTIST AND PHOTOGRAPHER.

1. There shall be employed one dentist and one photographer, who shall attend at the penitentiary at such hours as are prescribed by the warden, and who shall perform such duties as are herein dedicated to these officers, and such other duties connected with their particular work as the warden may direct.

2. It shall be the duty of the dentist to furnish convicts with such dental treatment as they may need.

3. It shall be the duty of the photographer to take the photographs of all incoming convicts at the time of their entrance to the penitentiary, and in such a way as the warden may direct.

GUARDS.

1. The guards are the agents of the warden in enforcing the police and discipline of the penitentiary, and in carrying into effect the laws for the government thereof.

2. It shall be the duty of the guards to attend at the penitentiary at the opening thereof, and not absent themselves therefrom on any pretext or excuse during prison hours except by permission of the warden or deputy warden.

3. They shall supply themselves with the prescribed uniform, which shall be constantly worn while on duty; they shall constantly observe the utmost cleanliness in dress, person, and habits.

4. While within the prison the guards shall refrain from whistling, scuffling, immod-

erate laughter, boisterous conversation, exciting discussion on politics, religion, or other subjects, provoking witticisms or sarcasms, and all other acts calculated to disturb the harmony and good order of the penitentiary.

5. In their intercourse among themselves the officers and guards of the penitentiary are at all times to treat each other with that mutual respect and kindness that become gentlemen and friends, and are required to avoid all collisions, jealousies, separate and party views and interests among themselves, and are strictly forbidden to treat each other with disrespect or to use any ungentlemanly epithets.

6. They shall not, while on duty, hold conversation with each other nor with the foremen, except such as may be necessary in the discharge of their duties.

7. Neither shall they be engaged while on duty in reading or writing, other than making necessary entries, or in any other employment calculated to interfere with constant care and vigilance.

8. They shall not, under any circumstances, allow convicts to speak to them upon any subject not immediately connected with their duty, employment, or wants.

9. They shall keep the convicts under their charge diligently at work at the several occupations with which they are employed, and shall make report of the attendance at work, also of all time lost by reason of sickness, punishment, or otherwise, as instructed from time to time by the warden or deputy.

10. They shall not permit convicts to hold conversation with each other except as directed by special order of the warden.

11. They shall require the greatest possible cleanliness of the convicts, their persons, and clothing, and in their working and sleeping apartments.

12. They shall instruct the convicts in all the rules of the penitentiary necessary for their government, and admonish them on the least appearance of insubordination.

13. In all their intercourse with convicts they shall be careful to maintain a quiet demeanor under any provocation, recollecting that the convict, however disposed to be violent or abusive, is entirely in their power.

14. They shall not punish a convict, nor strike him, except in self-defense, or to quell an insurrection; nor shall they use any profane or indecorous language to convicts or in their presence, but shall uniformly treat them in a kind and humane manner.

15. Whenever a convict is guilty of any infraction of prison disciplinary rules, the guard shall at once report the fact in writing to the captain of the night or day watch, stating the nature of the offense, and keeping a copy of such report on the stub of the blank book furnished him for that purpose.

16. Discipline is the first and highest consideration in a prison and must be maintained at all hazards, but that officer who maintains it with the lowest number of punishments deserves the highest commendation.

17. If a convict desires to make any complaint to, or have an audience with the warden, the guard shall receive his application and report it in writing to the captain of the night or day watch, who in turn will report it to the warden.

18. If a convict is taken sick, or injured, during the day the guard shall at once report the fact to the captain of the day watch.

19. It shall be the duty of guards to keep constant watch over convicts at work, to see that while pretending to be engaged on the work given them to do they are not in reality doing something else. Guards should not allow convicts to leave their work without permission, nor to speak to or gaze at visitors.

20. The duties of guards should be understood as separate and distinct from those of foremen; and the guards will not interfere with, or attempt to instruct the convicts in the manner in which they shall work, or on what particular part they shall labor, or what amount they shall perform; but they shall listen to all reports the foreman may desire to make, and dispose of the case as instructed.

21. In forming their opinions with respect to the industry of a convict, officers will bear in mind that as one convict may be able to do more work in a given time than another, so their reports on this head will have regard more to the continuous labor of the convict, the care bestowed upon it and the evidence of his desire to do all he can, than the absolute quantity he does, as compared with others. An amount of work which may thus be sufficient for one man may be quite insufficient for another, and the officers' report will be made accordingly.

22. The captain of the day watch shall receive applications from convicts to send or transfer money to friends, or for subscriptions to newspapers, etc., and shall send the same to the officers in charge, transfer of money from one convict to another must be approved by the warden.

23. No officer, guard, or foreman shall receive from or deliver to a convict any article or thing whatsoever without knowledge or consent of the warden, or his deputy.

24. When a convict is obliged to retire for necessary purposes, the guard in charge shall take care that the place is so conspicous that the convict can not leave it without being fully seen, that only one is permitted to be in the place at a time, and that he is absent for a reasonable time only. Any delay in such cases should arouse suspicion at once, and the officer must immediately make certain that all is right.

25. No officer shall take the statement of one convict against another on which to make a report for punishment respecting the convict complained of, but shall report the facts, nevertheless, to the warden or deputy.

26. If the convict makes complaint to any officer or guard of any order given him, or of any action toward him by which he considers himself aggrieved, it shall be the duty of the officer to inform the warden thereof at the earliest moment convenient thereafter, and the warden will act in the matter as he may think reason and justice may require; but the officer shall in the meantime see that the convict obeys the order given him.

27. As soon as convicts are locked up at night each guard having charge of a division shall report immediately to the captain of the day watch the number he has locked up, or has charge of, at the same time turning over the cell-door keys to that officer. The captain of the day watch will render the keys of the different cell doors to the captain of the night watch in the presence of the deputy warden.

28. If a guard is absent without leave at roll call he must at once report the cause of his absence to the captain of the day watch, who is directed to keep a careful and correct written record of all delinquencies in the guard force. For absence without leave a guard may be suspended, and if the offense is repeated he may be dismissed from the force. A guard desiring leave of absence must apply to the captain of the day watch one day in advance.

29. Guards are forbidden to frequent saloons and gambling houses when off duty, and must never enter the penitentiary while in the slightest degree under the influence of liquor. The violation of this latter rule will be cause for dismissal.

30. When off duty guards must not discuss the penitentiary or its officers or become a source of information to inquiries partaining thereto.

31. Requests, or grievances, by guards should be presented to the deputy warden.

32. When on duty, guards will not be allowed any reading matter whatever.

33. When going out with convicts in charge, guards will be sure that their firearms are in perfect order, and that they have the required amount of ammunition.

34. Cell house guards will see that the utmost cleanliness prevails in the cells and corridors, that the houses are thoroughly ventilated when necessary, and that the cells are regularly supplied with drinking water.

35. They shall carefully and promptly deliver all authorized letters, newspapers, etc., and shall not examine nor inspect either outgoing or incoming convict mail.

OUTSIDE WALL GUARDS.

1. Wall guards shall keep their firearms in perfect order, and keep in their possession not less than 24 rounds of ammunition.

2. They shall keep a strict watch, and each wall guard will be held responsible for any escape over the part of the wall under his observation while on duty.

3. No reading matter of any kind will be permitted in their possession; and the guards while on duty must speak to no one except it be necessary, and on business pertaining to the penitentiary.

4. If, for any reason, the wall guard at any time can not see clearly all that part of the wall under his supervision, he shall at once inform the captain of the watch.

5. Wall guards are warned to be especially vigilant at all times when the convicts are out of the galleries and at work, and if an effort is made to escape, it shall be the duty of the guard to fire if the convict does not halt at the first command.

GATE GUARD.

1. The gate guard shall be sure that his firearms are in order, and that he has not less than one dozen rounds of ammunition.

2. He shall not be allowed to read while on duty, nor to have any reading matter. Newspapers must not be handed to him or left in his care.

3. He shall not leave his post of duty except he be relieved by order of the captain of the watch.

4. He shall allow no persons to stand or congregate in the gateway so as to obstruct his line of vision. He shall see that all convicts passing out and in through the gate are searched, etc.

FOREMEN.

1. Foremen shall be present and ready to unlock shops ten minutes before work bell.

2. Foremen shall have no intercourse with any of the convicts, other than those employed or superintended by them, nor upon any subject whatever, other than the business carried on by them.

3. They shall remain at their respective posts until the convicts under their charge are called to supper, giving their entire time and attention to the work in hand. They will be relieved from duty during the noon hour.

4. Foremen shall see that men under their charge labor faithfully and diligently, and they will report to the deputy warden the names of convicts who fail in this respect.

5. When convicts wilfully fail to carry out the instructions of a foreman, or use threatening, defiant, or impudent language, or commit any other act endangering the peace and good discipline of the institution, it shall be the duty of the foreman to immediately report the same to the captain of the day watch.

6. The foremen shall make requisition on the officer in charge of the shops for such material and tools as may be needed in their respective departments, and they will be held responsible by that officer for the use of the tools and the expenditure of the material.

GENERAL RULES.

1. Every man received upon the staff of the penitentiary will bear constantly in mind the nature of the institution into the service of which he enters, the peculiarity of the duties he will have to perform as an officer, and the moral obligations he is understood to assume with reference to his own personal conduct from the time he is engaged.

2. He must understand that the penitentiary is not only designed as a prison for the punishment of persons who have offended against the laws, but also an institution which intends their reformation, if possible.

3. Every officer will therefore not only feel it is his duty to see that the rules of the penitentiary are observed by the convicts placed under him, but will also understand that he must conduct himself when off duty, as well as when on duty, in such a way as to inspire sentiments of respect for his moral principles and character.

4. He will be expected to be circumspect in his way of life in society, careful as to the company he keeps and the places he frequents, and guarded as to the discharge of his personal obligations, debts, etc., and the warden will take all necessary steps to make himself acquainted with the conduct and general habits of every officer and servant of the institution, as it will be his duty to retain no man in the service whose conduct is improper.

5. It shall be the duty of every officer of the penitentiary to make himself acquainted with the rules and regulations of the prison, and with the orders on the bulletin board, to obey them readily himself in all points of his own duty, and to enforce strict obedience of them upon all who may come under his authority.

6. All persons entering upon, or retaining any position as an employee of this institution, must do so with the full understanding that they are to lend a prompt, willing, and positive obedience to the rules of the penitentiary and the instructions of its officers, and devote their best energies and abilities industriously and faithfully to the performance of the duties to which they may be assigned, and all who can not do so cheerfully must neither accept nor retain positions here.

7. Employees will be required to report to the captain of the day watch twice each day (morning and evening), that their time may be correctly kept, and to be promptly at their respective posts and places of business at the appointed hour.

8. No employee will be allowed to be absent from duty under any circumstances without the consent of the warden or deputy. Should an employee be taken sick he must immediately send information thereof to the warden or deputy.

9. Employees are strictly prohibited from taking newspapers, books, or other reading matter inside the wall or galleries, and are cautioned against leaving the same within reach of the convicts, and are absolutely prohibited from leaving any citizen clothing inside the yard or galleries.

10. Employees are strictly prohibited from talking with convicts at any time, except as the nature of their business may require, and all familiarity between employees and convicts is absolutely prohibited.

11. Employees are prohibited from selling to or buying anything from convicts, or

giving to or receiving from them anything in the nature of a gift or present, or conveying to or from them any message, either written or verbal.

12. Employees are prohibited from replying in like terms to what they may conceive to be impudent or insulting language on the part of a convict. Their duty is to report such infraction of discipline.

13. Employees are prohibited from using profane, indecent, abusive, or insulting language toward convicts, or in their presence, and are required to refrain at all times from the use of such language in or about the institution.

14. Employees will be required to pay for the wilful destruction, loss, waste, or damage by them of any property of the penitentiary.

15. All employees are prohibited from discussing within the limits of the penitentiary the manner in which any officer or employee performs his duty, and from making any remarks which might tend to reflect upon the character or management of such officer or employee. They are also prohibited from discussing in the presence of convicts matters relating to the discipline or management of this or other similar institutions.

16. Intemperance will not be tolerated among employees, neither will they be allowed to keep or use intoxicating drinks in or about the institution. Frequenting of saloons or disreputable places by employees will be considered as sufficient cause for their dismissal.

17. Employees will refrain from visiting the shops or yard while off duty, and from receiving visits while on duty.

18. No officer or guard will be permitted, except in an emergency, to exchange duties with another, without first obtaining permission of the warden or deputy warden.

RULES FOR CONVICTS.

1. Your first duty is strict obedience to these rules, and to all orders of the officer under whose charge you may be placed.

2. You must not speak to, give, or receive from visitors anything, except by permission of the warden or deputy.

3. You are expected to apply yourself diligently to whatever labor you are assigned, and after reasonable teaching to perform the same amount of work as would be required from you as a citizen.

4. At every signal to fall in for marching take your place in line promptly. March with military step, attend to, and promptly obey the order of your officer.

5. You will be required to keep your person clean and your clothing tidy and in good order. You must not make any alteration in your clothing or cut your shoes. If they hurt you or need repairs, report the fact to your officer. You must not carry tools of any kind, pencil, paper, or any other material from your work to your gallery without permission in writing from the warden or deputy. Finding any of these things in your possession will be considered proof that you have violated this rule. Tinkering, or writing notes to other convicts, or carrying notes from one convict to another is strictly forbidden.

6. You must not carry upon your person or have in your gallery at any time a knife of any description, without a written permit from the warden or deputy. A knife found in any convict's possession without such permission will be taken as evidence of his intention to injure an officer or fellow-convict, and he will be punished accordingly.

7. You are not allowed to have any money on your person or in your possession, neither are you permitted to trade or purchase any article whatever. All of your business must be done through the warden.

8. You must approach an officer in a respectful manner. You must confine your conversation with him strictly to the business in hand. You must not address an officer on matters outside of the penitentiary. Insolence in any form to an officer, foreman, or even to a fellow-convict, will not be tolerated.

9. On entering the cell house, chapel, or any of the offices of the penitentiary, you must uncover, unless your duties are such that you have special permission to remain covered.

10. At the sounding of the trumpet in the morning rise promptly, make up your bed as instructed, clean your cuspidor, and sweep your cell.

11. Strict silence must be observed during meals, and you shall observe all other regulations pertaining to the dining hall as given by the warden.

12. On entering the gallery in the evening, or at any other time when a count is to be made, go to your place quietly and stand at attention, with arms folded, until

the count is completed. When the count is completed you will be notified by the proper signal.

13. When at work give your undivided attention to it. You must respectfully listen to, and faithfully carry out all instructions given you by your foreman concerning your work.

14. You will not be allowed to leave your place at work, except by permission of the foreman in charge.

15. Careless or willful injury of your work or tools will be promptly reported.

16. In talking to your foreman confine yourself strictly to the work in hand. If you have any cause of complaint of your guard, foreman, or others you will be allowed to send application for an interview with the warden or deputy, through your officer at any time.

17. Communication between convicts while at work will not be allowed except by special permission of the officer in charge, and then only when absolutely necessary.

18. If you are sick, or unable to work report the fact to the officer in charge of the shops, or to your foreman, and act as he may direct. If you wish to see the physician, give your name and number at sick call in the morning.

19. On Sunday morning put your cell in perfect order for inspection. When the bell taps, remove all clothing except undershirt and drawers; roll the drawers above the knees, and shirt sleeves above the elbows; expose the chest, and during inspection stand at attention, with arms folded.

20. After inspection, exhibit your clothing to the storekeeper as he makes his rounds, and carefully obey his directions about turning in any of it for repairs or exchange.

21. If ordered by the physician to the hospital for treatment, you will be properly cared for, but to hold your place in the hospital you must remain quiet and perfectly obedient. No disorder of any character will be tolerated. While in the hospital you must be neat and tidy in habits, and perfectly respectful in language to the hospital officials and nurses.

22. Fighting, and inciting others to fight, are acts especially condemned, and for either offense you may be reduced to stripes and lose all "good time," at the discretion of the warden.

23. Under the law "good time," not to exceed two months for each year, may be allowed upon the recommendation of the warden approved by the president of the criminal section of the audiencia. For violation of the rules you may lose any part of this "good time." A written record of all violations will be made.

24. When in the yard or in the cell corridors not at work, if approached by the warden or deputy warden, or by a guard in the company of visitors, you must stand at attention, with arms folded, until they have passed.

25. When approaching any officer or guard of the penitentiary to speak to him, remove your cap, fold your arms, and stand at attention until he directs you to proceed.

26. Gambling of all kinds is strictly forbidden.

27. Keep your library books and cell furniture clean and in good order. Marking the walls, spitting on the cell floor, corridors, or stairs will not be allowed.

28. For wilful destruction of clothing, or exchanging any part of it with another convict, or destruction of penitentiary property you may be reduced to stripes and lose your "good time."

29. Your cell is subject to search at any time. If articles are found that might be used to injure or destroy cells, you may be treated as an "escape."

30. Neither food nor medicines can be sent to any convict by private individuals outside the penitentiary.

31. In the prison is a mail box, in which can be dropped messages to the warden and deputy warden. Such messages must be to the point, and signed by the convict's number.

PRIVILEGES.

1. On entering the penitentiary you will receive three tickets entitling you to the following privileges as long as you obey strictly all of the rules. First. One ration of tobacco each week, the ration to be determined by the warden. Second. Permission to write to friends once in two weeks. Third. Permission to see friends once each month.

2. You will be permitted to receive such newspapers as the warden may approve. No other articles of whatever kind shall be received from friends from the outside.

3. Written permission must be obtained from the warden or deputy in case it becomes necessary to write special letters. Letters and papers of every description must be examined by the proper officer before being mailed or delivered.

LIST OF OFFENSES.

Answering to number in improper manner.
Bed not properly made.
Clothing not in order.
Coat not buttoned when in use.
Crookedness.
Creating a disturbance.
Disobedience of orders.
Disrespectful conduct of any kind.
Disturbance in cell house.
Disturbance in line of march.
Escaping.
Failing at inspection.
Fighting.
Hiding out.
Insolence to officers, guard, or foremen.
Injuring library book or other property.
Insubordination.
Inattention in line or at work.
Loafing.
Laughing and fooling.
Loud talk.
Larceny.
Lying.
Malicious mischief of any kind.
Mutiny.
Neglect of work.
Absent from place in gallery at count.
Profanity.
Not retiring at proper hour.
Quarreling.
Raising disturbance of any kind at any place.
Replying when corrected.
Shirking.
Spitting on the floor.
Stealing.
Talking from gallery to gallery.
Talking in line in the yard.
Talking at sick call.
Using threatening language.
Unbecoming conduct not above mentioned.
Vile language.
Wasting food.
When marching to or from work out of place.
Writing unauthorized letters.
Absence from school or band practice.

PUNISHMENTS.

1. Reprimand.
2. Loss of tobacco privilege.
3. Loss of letter privilege.
4. Loss of part of "good time."
5. Imprisonment in "solitary" on limited diet not to exceed four days at one time.
6. Handcuffed to door of cell at height of chest not to exceed four hours without intercourse.
7. Reduction in grade and loss of all "good time."
8. Extra work in cleaning galleries, etc.

J. B. HICKEY,
Assistant Adjutant-General.

No. 257.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 29, 1900.

The military governor of Cuba directs the publication of the following order:

Order No. 179, current series, these headquarters, is hereby suspended, as the school provided for in this order will be included in the general reorganization of the university, now under consideration.

J. B. HICKEY,
Assistant Adjutant-General.

No. 258.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 29, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

I. The tax of 3 and 10 per cent on freight and passenger rates is hereby abolished, to take effect July 1, 1900.

II. The amount collected for this item until the last day of June, 1900, will be paid by the companies into the treasuries of the administration of revenues and taxes of their domicile.

J. B. HICKEY,
Assistant Adjutant-General.

No. 259.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 29, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointments:

I. Jose Varela Jado, associate justice of the audiencia of Santiago de Cuba, is hereby appointed president of the same, vice Urbano Sanchez Hecheverria, deceased.

II. Jose V. Tapia y Puente, judge of primera instancia é instrucción of the southern district of Santiago de Cuba, is hereby appointed associate justice of the audiencia of Santiago de Cuba, vice Jose Varela Jado, promoted to be president of the same.

III. Sixto Jose Vasconcelos, present judge of primera instancia é instrucción of the northern district of Santiago de Cuba, is hereby appointed as the only judge of primera instancia é instrucción of the same city, from July 1, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 260.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 29, 1900.

The military governor of Cuba, for the good of the service and upon the recommendation of the secretary of justice, and in view of the ternary lists forwarded by the audiencias of Habana and Matanzas, directs me to announce the following appointments and transfers:

I. Ramon Barinaga is hereby appointed judge of primera instancia é instrucción of the northern district of the city of Habana.

II. Juan Federico Edelman is hereby appointed judge of primera instancia é instrucción of the southern district of the city of Habana.

III. Arturo Hevia is hereby appointed judge of primera instancia é instrucción of the eastern district of the city of Habana.

IV. Felipe Sanchez Romero is hereby appointed judge of primera instancia é instrucción of the western district of the city of Habana.

V. Raul Trelles y Govin is hereby appointed judge of primera instancia é instrucción of the city of Matanzas.

VI. Evaristo Avellanal, at present judge of primera instancia é instrucción of Colon, is hereby transferred to the court of primera instancia é instrucción of Sancti Spiritus. He shall continue to receive the salary attached to the Colon office until he takes possession of the Sancti Spiritus office.

VII. Fernando Salcedo, at present judge of primera instancia é instrucción of the city of Matanzas, is hereby transferred to the court of primera instancia é instrucción of Colon. He shall receive, as extraordinary payment, the salary attached to the court of Matanzas until the date of his taking possession of his office in the court of Colon.

VIII. The judges of primera instancia é instrucción appointed for the cities of Habana, Matanzas, and Santiago de Cuba, by virtue of Order 213, series 1900, shall have jurisdiction and begin their functions at and from 12 o'clock of the night of June 30, 1900, without going through the formalities of taking oath or possession of office.

J. B. HICKEY,
Assistant Adjutant-General.

No. 261.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 29, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. On and after July 1, 1900, the three offices of official interpreter attached at present to the primera instancia é instrucción and municipal courts of the city of Habana shall cease to exist.

II. Two offices of official interpreter are hereby created for the courts of Habana, to date from July 1, 1900, each with an annual salary of $900 United States currency. One of said offices shall be attached to the primera instancia é instrucción and municipal courts of the northern and eastern districts, and the other to the primera instancia é instrucción and municipal courts of the southern and western districts.

III. The interpreters referred to in the preceding article shall be appointed by the secretary of justice. They must have a thorough knowledge of English, and speak it with as much ease as they do Spanish.

J. B. HICKEY,
Assistant Adjutant-General.

No. 262.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 29, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following:

Article XXVII of Order No. 213, dated May 25, 1900, provides that on the 1st of June of each year municipal mayors shall post a list of the residents of the chief town of the district and within a radius of 3 miles of it, eligible for the office of councilmen, and said date was extended (Order No. 219, current series) to June 20, 1900. In view, however, of the short time between the 16th, the day upon which the elections were held, and the 20th instant, a period of much anxiety for a municipality like that of Habana, where some 24,000 voters were registered; in view, also, of the amount of this work and the care involved therein, even admitting the strict fulfillment of the provisions of the order by the officials charged therewith, it would take at least one month to give due hearing to the petitions for the admission or exclusion of names and to render decision thereon. It is very evident, therefore, how materially impossible it would be for the correctional judges to hold trials by jury from the 1st day of July next, and it becomes necessary to fix a new date within which to carry into effect the aforementioned operations, so that they may serve as foundation and guarantee in order to obtain a perfectly correct list of persons eligible to serve as jurors in the prosecution of crimes within the cognizance of the correctional courts.

It is therefore hereby provided that—

I. The mayors of towns where correctional courts are established shall post on July 15, 1900, a list of the individuals eligible for the office of councilmen provided for in Article XXVII of Order No. 213, of 1900, from which date shall begin the twenty days mentioned in said article for the presentation of petitions by anyone desiring names to be added to the list or omitted therefrom. After said twenty days the committee presided over by the correctional judge and mentioned in the third paragraph of Article XXVII shall render decision upon all admissions or omissions requested. The list must be definitely prepared by August 15, 1900, upon which date (August 15, 1900) trials by jury shall commence, as provided for in Order No. 213, series of 1900.

II. Notwithstanding the provisions of the preceding article, the correctional judges elected will take possession of office on July 1, 1900, and their salaries shall begin from same date. The judges of Habana, Matanzas, and Santiago de Cuba shall take the corresponding oath before the president of the audiencia, and those of Cardenas and Cienfuegos before the judge of primera instancia e instruccion. Said oaths shall be administered by the respective presidents of the audiencia and judges of primera instancia e instruccion as delegates of the secretary of justice, and this right is hereby conferred upon them.

III. From and after August 1, 1900, the correctional judges are authorized to have cognizance and to punish such faltas as are placed within their jurisdiction by Article II of Order No. 213, 1900, and until said date the municipal judges shall continue to have cognizance of the faltas.

IV. The course of procedure and cognizance of suits instituted for delitos enumerated in Article XLI of Order No. 213, 1900, which may be committed before August 15, 1900, shall be within the jurisdiction of the judges of primera instancia é instrucción and the audiencias respectively, until they are brought to a close. The proceedings of said cases shall be governed by the provisions of the law of criminal procedure and all subsequent rulings modifying the same; in the application of penalties and the limitation of time the provisions of order 213, 1900, shall be observed.

V. The secretary of justice is hereby authorized to submit estimates for the installation of the correctional courts, said estimates not to exceed $1,000 for each court. The amounts allotted will be placed to the credit of the proper officers of the hacienda for disbursement, on proper vouchers duly approved by the correctional judge of the court for which the materials of installation are purchased.

J. B. HICKEY,
Assistant Adjutant-General.

No. 263.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 29, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The recorders of judicial proceedings of the city of Habana are hereby assigned as follows to the four courts of primera instancia é instrucción, which begin operations July 1, 1900, in Habana:

a. To the court of primera instancia é instrucción of the northern district, Arturo Galletti, Andres Segura, Luis Testar, Santiago Ledo, Emilio Valdes Valenzuela, and Luis P. Pimentel.

b. To the court of primera instancia é instrucción of the southern district, Luis J. de Sausa y Aceituno, Ricardo D. del Campo, Rafael del Pino, Andres Garcia, and Francisco Baños.

c. To the court of primera instancia é instrucción of the eastern district, Francisco de Castro, Nicanor del Campo, Jose A. Rodriguez, Eligio Bonachea, Jose Ramon Cabello, and Mariano Guas.

d. To the court of primera instancia é instrucción of the western district, Luis Mazon, Jose B. Egea, Alfredo Montalvan, Jose Ramirez Ovando, Mariano Quesada, and Luis Sausa y Vega.

II. Cognizance of the civil suits which may be still pending on July 1, 1900, in the courts of primera instancia é instrucción of the city of Habana, shall belong respectively, from that date, to the courts to which the present order assigns the recorders who have charge of the aforesaid civil suits.

III. The office of recorder of judicial proceedings of the court of primera instancia é instrucción of the Jesus Maria district, left vacant by the death of its incumbent, Jose Clodomiro Barrena, is hereby abolished.

IV. Suits now pending which belong to the recording office mentioned in the preceding article shall be properly distributed among the five recorders assigned to the court of primera instancia é instrucción of the southern district. All other documents of said office that are filed therein shall remain from July 1, 1900, in the custody and care of the recorder, Luis J. de Sausa y Aceituno, who may make the division and transfer of the above to the general archives authorized by Order 222, headquarters division of Cuba, series of 1900.

V. The recorders of judicial proceedings of the courts of primera instancia é instrucción of the city of Matanzas shall be attached, to date from July 1, 1900, to the only court of primera instancia é instrucción which, from the date, shall hold sessions in the aforesaid city; and the recorders of the city of Santiago de Cuba are hereby assigned to the only court which, from July 1, 1900, will remain in operation in said city.

VI. The recording offices which in the future may become vacant in the cities of Habana, Matanzas, and Santiago de Cuba shall be abolished, if in the opinion of the Government it be found suitable to do so in each case, until the number is reduced to four for each of the courts of primera instancia é instrucción of the city of Habana, and to three for each of the courts of Matanzas and Santiago de Cuba. In cases where it may not be deemed suitable to abolish the offices, the vacancies shall be filled as provided for in the digest of January 5, 1891.

J. B. Hickey,
Assistant Adjutant-General.

No. 264.

Headquarters Division of Cuba,
Habana, June 30, 1900.

The military governor of Cuba directs the publication of the following order:

I. Insular property in the hands of military officers, or insular property for which military officers may be accountable, will be inspected for condemnation by inspectors designated by the department commander.

II. Such property for which civil officers may be accountable will, for condemnation, be submitted for the action of a person designated by the chief of the department in which said property is held, such designation to be submitted for the approval of the military governor.

III. Paragraphs 122 to 127 inclusive of Civil Order No. 220, current series, will govern with the above modification.

IV. Blank forms for these inspections may be obtained upon application to the auditor of the island.

J. B. Hickey,
Assistant Adjutant-General.

No. 265.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Article XXXVII of Order No. 80, series 1899, these headquarters, is hereby amended to read as follows:

The presidents, fiscals, and associate justices of the audiencias shall make oath and take possession of office before the respective court in full session. The other judicial officers shall make oath and take possession of office before the administrative council of the audiencia to whose territory they may be assigned.

J. B. HICKEY,
Assistant Adjutant-General.

No. 266.

HEADQUARTERS DIVISION OF CUBA,
Habana, June 30, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, and after careful consideration of the existing situation, publishes the following decree which modifies all laws, decrees, orders, or regulations relating to the University of Habana as hereinafter stated.

It is the desire of the military governor to place the University of Habana upon a sound and stable foundation, sufficiently provided with professors and instructors for the efficient conduct of the necessary instruction. Whenever the number of students shall sufficiently increase to warrant it, the number of professors or instructors will be increased to meet the necessities of the situation, but in the present period of reconstruction, when the resources of the island are taxed to the utmost by numerous and imperative calls for public works and municipal improvements, it is not, in the opinion of the military governor, either right or just to continue the large number of professors and instructors, many of whom are without students.

The secretary of public instruction has submitted the following plan after the most careful consideration of the interests and needs of the university. The plan submitted calls for quite a reduction in the number of professors and instructors, and an effort has been made to so group the courses that competent professors can, until the number of students increase, conduct those courses which are more or less closely allied.

In reference to the appointment of professors and assistant professors the military governor concurs with the secretary of public instruction in the opinion that of the professors and assistant professors at present occupying chairs, all those who have gained their position by competition should be retained, together with such professors as are by virtue of eminent ability or special attainment qualified to hold chairs which they now occupy. All other appointments, either as professors or assistant professors, will be obtained by competition.

The secretary of public instruction will prescribe the rules and regulations governing the method of appointment by competition, and will submit to the military governor the names of all persons recommended for appointment as professors or assistant professors, etc., whose appointments may be made under any of the above clauses, namely, those holding chairs gained by competition, those recommended for continuance by virtue of eminence of ability or special attainment, and those appointed by virtue of success in competitive exercises.

The secretary of public instruction will issue the instructions necessary to enable those students now pursuing courses in the university to complete the same.

UNIVERSITY INSTRUCTION.

The University of Habana shall have three faculties, viz: The faculty of letters and sciences; the faculty of medicine and pharmacy; the faculty of law.

The faculty of letters and sciences shall include the school of letters and philosophy; the school of pedagogy; the school of sciences; the school of engineers, electricians, and architects; the school of agriculture.

The faculty of medicine and pharmacy shall include the school of medicine; the school of pharmacy; the school of dental surgery; the school of veterinarians.

The faculty of law shall include the school of civil law; the school of public law; the school of notaries public.

The university shall be under the direction of a rector and shall have a general secretary. These functionaries shall be elected by the professors of the faculties in full session.

The election shall be made by a majority of at least two-thirds of the professors present, there being assembled at least three-fourths of the total number of professors.

Tho office of rector shall last three years, that of secretary six years. There shall be no limit to reelections.

The rector and secretary shall not be necessarily professors, but if they should be they shall not occupy their chairs during the time they fill the aforementioned offices.

There shall be a board of inspectors for the university, which shall look to the improvement and prosperity of the institution and propose to the government any measures tending to said object.

The board shall consist of eleven members, as follows: Three members ex officio, namely, the president of the academy of sciences of Habana; the president of the Sociedad Economica; the president of the supreme court. Two members designated by the faculty of the university, but not belonging to it. Two members delegated from the six institutes of the island, but not belonging to any of them. One member appointed by the association estudios clinicos of Habana. One member appointed by the bar association of Habana. Two members appointed by the government from among persons distinguished for their knowledge or artistic attainments. Four of the eight members shall be elected every three years. They shall hold office six years.

THE FACULTIES.

Each faculty is composed of the professors of its different schools and shall be presided over by a dean and have a secretary elected, both of them, from the professors.

The faculty shall freely regulate the order of instruction of its different schools, distribute and subdivide the courses, appoint periods for vacations and examinations, and recommend the reform, extension of studies, increase of courses, addition of chairs and laboratories which the growth of the school may demand, without further limitations than the following: The complete courses of the university must last nine months within the year.

The courses in any school which students of another school or of another faculty may be obliged to follow shall be so arranged as to be ascessible to said students, and the different faculties shall agree upon suitable days and hours for the corresponding lectures. In case of any disagreement among the faculties the rector shall decide the matter.

Each faculty shall establish its own regulations and submit them to the approval of the rector. In case of disapproval he will state the reasons therefor. The faculty may appeal from the decision of the rector to the board of inspectors.

FACULTY OF LETTERS AND SCIENCES.

SCHOOL OF LETTERS AND PHILOSOPHY.

The studies to be pursued in the school are: Latin language and literature; Greek language and literature; linguistics and philology; history of modern literature; psychology; universal modern history; moral philosophy; sociology; history of philosophy (lectures).

For the establishment of the chairs these studies shall be grouped as follows: Chair A, Latin language and literature, 3 courses. Chair B, Greek language and literature, 3 courses. Chair C, linguistics and philology, 1 course. Chair D, history of Spanish literature, 1 course; history of modern foreign literature, 2 courses. Chair E, history of America, 1 course; modern history of the rest of the world, 2 courses. Chair F, psychology, 1 course; moral philosophy, 1 course; sociology, 1 course.

Final written examinations shall be held on each subject. Students shall answer all questions put to them by the board upon the subjects they may have considered, and shall present certificates testifying to the work they have done during the courses. Examination in Latin and Greek requires sight translation and the answering of any questions concerning the text translated.

Everything else concerning the examination shall be regulated by the faculty.

The faculty shall admit to the exercises for the degree of doctor in philosophy and letters any students who may have satisfactorily completed all the courses of the school of letters and philosophy.

These exercises shall consist of the presentation of a thesis on a subject selected by the candidate from a list which the faculty shall prepare annually and in answering to the questions on said thesis given him by the examining board.

Also the delivery, after twenty-four hours of free preparation, of an oral lesson of not more than three-quarters of an hour duration.

The rector, upon the recommendation of the faculty, shall grant the title of doctor in philosophy and letters to students passing the above examinations.

SCHOOL OF PEDAGOGY.

The studies to be pursued in this school are pedagogic psychology, pedagogic methodology, history of pedagogy, mechanical and free-hand drawing.

For the establishment of the chairs these subjects shall be grouped as follows: Chair A, pedagogic psychology, 1 course; history of pedagogy, 1 course. Chair B, pedagogic methodology, 2 courses. Chair C, drawing, 2 courses. A school of practice for teachers shall be added to the school of pedagogy.

Examinations shall be held at the end of each course in the same manner as those for the schools of letters and philosophy.

The faculty shall admit to the exercises for the degree of doctor in pedagogy any students who may have satisfactorily passed all of the examinations of the school of pedagogy, and examinations on the following studies: History of Spanish literature, history of America, modern history of the rest of the world, psychology, moral philosophy, physiology, hygiene, anthropology. At the same time the student shall demonstrate that he has taught as assistant to a professor at the school of practice during a year at least.

The exercise shall be equal to those of the school of philosophy and letters, but the lesson must refer strictly to the application of pedagogic methods to any of the matters of instruction in the schools.

The rector, upon the recommendation of the faculty, shall grant the title of doctor in pedagogy to the students who have duly qualified in these subjects.

SCHOOL OF SCIENCE.

The studies to be taught in this school are: Mathematical analysis in all its branches; geometry (descriptive and analytical); trigonometry (analytical, plane, and spherical); astronomy; mechanics; physics (heat, light, sound, electricity); chemistry (inorganic and organic, qualitative and quantitative analysis); cosmology; biology; anthropology; mineralogy and crystallography; botany; zoology.

For the establishment of the chairs these studies shall be grouped as follows: Chair A, mathematical analysis, 2 courses. Chair B, geometry and trigonometry, 2 courses. Chair C, astronomy, 1 course; cosmology, 1 course. Chair D, mechanics, 1 course; physics, 2 courses. Chair E, chemistry, 2 courses. Chair F, anthropology, 1 course. Chair G, biology, 1 course; zoology, 2 courses. Chair H, mineralogy, 1 course; botany, 2 courses.

The school of sciences has a cabinet of astronomy and another of physics, a chemical laboratory, a museum of anthropology and natural history, and a botanical garden.

Each cabinet and laboratory shall have its corresponding head and the necessary assistants. The museum shall have a curator and the necessary assistants; the garden a director, with the necessary assistants.

Examinations shall be held upon the completion of each course. These examinations shall be, above all, of a practical and experimental character. The students shall exhibit certificates of their work.

The faculty shall admit to the examinations for the degree of doctor in sciences any students who may have successfully passed all of the examinations of the school of sciences, besides two courses of drawing.

These exercises shall be equal to those of the school of philosophy and letters, but the oral lesson must be an objective one.

The rector shall, upon the recommendation of the faculty, grant the title of doctor in sciences to the students who have been found duly qualified in these courses.

SCHOOL OF ENGINEERS, ELECTRICIANS, AND ARCHITECTS.

The studies to be followed in this school are: Topographical and structural architectural drawing; stereotomy, shades and shadows, perspective, machine design, stonecutting; surveying topography; geology and geodesy; hydromechanics; metallurgy; graphic statistics; strength of materials; machinery; civil constructions (art of hewing stone and handling materials); road engineering (city streets and common roads, bridges, railroads); architecture (planning of buildings, constructions and decorations of buildings); history of architecture; contracts, estimates, and special legislation concerning engineering and electricity; special instruction in electricity.

These studies shall be grouped in the following manner: Chair A, drawing, 3 courses. Chair B, stereotomy, 3 courses. Chair C, topography and surveying, 2 courses; geology and geodesy, 1 course. Chair D, metallurgy, 1 course; civil constructions, 1 course; strength of materials, graphic statistics, 1 course. Chair E, hydromechanics, 1 course; machinery, 1 course. Chair F, road engineering, streets and common roads, 1 course; bridges, 1 course; railroads, 1 course. Chair G, architecture, 1 course; history of architecture, 1 course; contracts, etc., 1 course. Chair H, special instruction in electricity, 3 courses.

The school shall have attached to it a mechanical laboratory, a shop, and an electrical laboratory and workshop. Each laboratory shall have a chief with the necessary assistants.

The instruction shall be eminently practical. Students shall be obliged to visit workshops, public works, and constructions.

Examinations of a practical and descriptive character shall be held at the end of each course. Students shall exhibit the work they may have completed, certified to by the professor.

The faculty shall admit to the examination for the degree of civil engineer any students who may have pursued and been found duly qualified in all of the courses of the school of engineers, excepting those of architecture and special instruction in electricity, and who have pursued and been found duly qualified in the following studies: Mechanical and free-hand drawing, mathematical analysis in all its extension, geometry and trigonometry, astronomy, mechanics, physics, chemistry, mineralogy.

The exercise shall consist of the presentation of a project for a construction in any of the branches of study, including the necessary illustrative designs, plans, and models, and an estimate for the work.

The rector shall, upon the recommendation of the faculty, grant the title of civil engineer to the students who have passed these examinations.

The faculty shall admit to the examination for the degree of electrical engineer any students who may have studied and been found duly qualified in the following studies: Mathematical analysis, geometry and trigonometry, mechanical drawing applied to machinery, mechanics, physics, chemistry, metallurgy, strength of materials, machinery, special course in electricity.

The exercise shall consist of the presentation of a study of an electrical machine, plant, system, or process, with the designs, models, and necessary calculations.

The rector shall, upon the recommendation of the faculty, grant the title of electrical engineer to the students who have passed this examination.

The faculty shall admit to examination for the degree of architect any students who may have satisfactorily passed the following studies: Mechanical and free-hand drawing; mathematical analysis; geometry and trigonometry; mechanics; physics; chemistry, mineralogy; topographic, structural, and architectural drawing; stereotomy; strength of materials; graphic statistics; civil constructions; machinery, architecture; history of architecture; contracts; hygiene.

The exercises shall consist in the presentation of a plan for the construction of a public or private building, with the necessary illustrative designs, plans, and models, and its estimate.

The rector shall, upon recommendation of the faculty, grant the title of architect to the students who pass said exercises satisfactorily.

The faculty shall regulate the studies for builders, and shall grant said title to students who, after having followed the courses pertaining thereto, shall pass the examination required by the faculty.

Matriculation for said studies shall take place at the office of the faculty, and the latter shall also collect the examination fees.

SCHOOL OF AGRICULTURE.

The studies followed in this school are industrial chemistry and industrial analysis; manufacture of sugar; agriculture; zootechny. These studies shall be grouped as follows: Chair A, industrial chemistry with analysis, one course; manufacture of sugar, one course. Chair B, agriculture, two courses; zootechny, one course.

The school shall have a piece of ground for agricultural experiments, which shall be in charge of the professor of Chair B, with the necessary assistants.

Examinations of a practical and experimental character shall be held at the end of each course. Students shall present certificates of work done by them.

The faculty shall admit to examination for the title of chemical agricultural expert any student who may have passed all the courses of the school and the following studies: Mathematical analysis; geometry and trigonometry; mechanics; physics; chemistry; topography and surveying; mineralogy; geology; zoology; botany.

The exercises shall consist of a series of chemical industrial analyses and of the presentation of a project for a farming enterprise.

The rector shall, upon the recommendation of the faculty, grant the title of chemical agricultural expert to students who satisfactorily pass said exercises.

SCHOOL OF MEDICINE.

The studies to be followed in this school are: Hygiene; physiology; anatomy; normal histology; dissection; pathological anatomy and histology, bacteriology; topographical anatomy and operations, general pathology, with its clinic; medical pathology, with its clinic; surgical pathology, with its clinic; gynæcology, with its clinic; obstetrics, with its clinic; pediatrics, with its clinic; therapeutics and materia medica; medical jurisprudence and toxicology.

Groups of studies in the school of medicine.

1	Descriptive anatomy	1 course	Professor, A		Assistant demonstrators, A and B.
	Dissection	2 courses		Demonstrator, A.	
	Normal histology and histo-chemistry.	½ course	Assistant, A	Chief of laboratory, A.	Assistant demonstrator, C.
2	Medical physics and chemistry.	1 course	Professor, B	Chief of laboratory, B.	Assistant demonstrator, D.
	Physiology with demonstrations.	1 course	Professor, B	Chief of laboratory, B.	Assistant demonstrator, D.
3	Medical natural history, pharmacology.	½ course	Professor, C	Chief of laboratory, C.	Assistant demonstrator, E.
	Therapeutics, materia medica, etc.	1 course	Professor, C	Chief of laboratory, C.	Assistant demonstrator, E.
	Toxicology	½ course	Professor, C	Chief of laboratory, C.	Assistant demonstrator, E.
4	General pathology with clinic.	1 course	Professor, D	Special interne, A.	
	Bacteriology	½ course	Professor, D	Chief of laboratory, D.	Assistant demonstrator, F.
	Pathological anatomy and histology.	½ course	Assistant, A	Chief of laboratory, A.	Assistant demonstrator, G.
5	Medicine	1 course	Professor, E.		
	Tropical diseases	½ course	Professor, D	Special interne, A.	
	Clinical analysis, microscopic and chemical.	1 course		Demonstrator, B.	Assistant demonstrators, B, H.
6	Clinical medicine	1 course	Professor, F	Chief of clinic, A.	
	Diseases of children, with clinic.	1 course	Assistant, B	Special interne, B.	
7	Surgical pathology	1 course	Professor, G.		
	Gynæcology with clinic	1 course	Professor, G	Special interne, C.	
	Surgical anatomy and operations.	1 course	Assistant, C.		
8	Clinical surgery	1 course	Professor, H	Chief of clinic, C	Assistant demonstrator, I.
	Genito-urinary surgery	½ course	Professor, H	Chief of clinic, C.	
	Skin and syphilis	½ course	Professor, H	Chief of clinic, C.	
9	Obstetrics with clinic	1 course	Professor, I	Chief of clinic, D.	
10	Hygiene and State medicine.	1 course	Professor, J	Chief of laboratory, E.	Assistant demonstrator, J.
	Legal medicine	½ course	Professor J	Chief of laboratory, E.	Assistant demonstrator, J.

Special lectures of three months' duration, namely, ophthalmology, nervous and mental diseases, throat, nose, and ear.

The school shall have an anatomical amphitheater, a histological laboratory, and a bacteriological laboratory. There shall be a chief for each one of these departments, and for each of the clinics, with the necessary assistants.

Students are obliged to do practical work of dissection, histology, and pathological anatomy, and to visit the hospitals from the second year on.

Examinations of a practical and descriptive character shall be held at the end of each course. Students shall exhibit the courses and practical work they have completed, certified to by the professor.

The faculty shall admit to the examinations for the degree of doctor of medicine any students who may have passed all of the studies of the school, in addition to those of physics and chemistry.

The exercises shall consist of oral and written examinations on four cases of clinical medicine, on a case of fracture and two more of clinical surgery, three cases of obstetrics and one of clinical pediatrics.

The board may require the candidate to give oral explanations.

The rector shall, upon the recommendation of the faculty, grant the title of doctor of medicine to the students who have been found duly qualified in these examinations.

SCHOOL OF PHARMACY.

The studies to be followed in this school are: Analytical chemistry; special analysis (medicines, food, and poisons); pharmacography (pharmaceutical matter); practical pharmacy. These studies shall, for the assignment of chairs, be grouped as follows: Chair A, analytical chemistry, 2 courses; special analysis, 1 course. Chair B, pharmacography, 2 courses. Chair C, practical pharmacy, 2 courses.

The school shall have three laboratories: One for analysis, another for pharmacography, and the other for pharmacy. There shall be chiefs of laboratories and assistants.

Examinations, mainly of a practical and experimental character, shall be held at the end of each course. Students shall present certificates of the work done by them in the laboratory.

The faculty shall admit to examination for the degree of doctor in pharmacy any students who may have passed all of the studies of the school of pharmacy, in addition to the following: Physics, chemistry, botany.

The exercises shall consist of four analyses: One for an organic substance, one for a food substance, and another for a toxic substance; and of two exercises in laboratory work, one of them being the microscopic examination of some pharmaceutic matter, and the other the manipulation of formulæ or prescriptions.

The rector shall, upon the recommendation of the faculty, grant the title of doctor in pharmacy to the students who have passed these examinations.

SCHOOL OF DENTAL SURGERY.

The studies to be followed in his school are: Abnormal histology of the mouth; special pathology of the mouth; operative dentistry; mechanical dentistry.

These studies shall be grouped as follows: Chair A, abnormal histology of the mouth, 1 course; mechanical dentistry, 2 courses. Chair B, special pathology of the mouth, 1 course; operative dentistry, 2 courses.

The school shall have a dental laboratory and a dental clinic. This laboratory shall have the necessary assistants; the professor of operative dentistry shall be the head of the clinic, and have the necessary assistants.

Examinations of a practical and descriptive character shall take place at the end of each course. Students shall present certificates of their work in the laboratory and clinic.

The faculty shall admit to examinations for the degree of dental surgeon any students who may have passed the studies of the school of dental surgery, as well as the following: Anatomy; normal histology; physiology; general pathology; pathological anatomy and histology and bacteriology; therapeutics and materia medica.

The exercises shall consist of the examination of four clinical dental cases and a written report on them, and the presentation of a sample of the student's work done within the laboratory of the school.

The board may require the candidate to give oral explanations.

The rector shall, upon the recommendation of the faculty, grant the title of dental surgeon to the students who may have passed these examinations.

The school of veterinary medicine shall be organized later.

SCHOOL OF CIVIL LAW.

The studies to be followed in this school are: Roman law; civil law; penal law; law of procedure; commercial law, public instruments.

For the establishment of chairs these studies shall be grouped as follows: Chair A, Roman law, 1 course; public instruments, 1 course. Chair B, civil law, 3 courses. Chair C, penal law, 2 courses. Chair D, law of procedure, 2 courses; commercial law, 1 course.

An academy for legal practice shall be attached to the school.

After the first year of study students are obligated to attend public law suits in the courts of justice of this capital.

Examinations shall be held at the end of each course. These examinations shall always be in writing. Students shall answer the questions put to them by the board concerning the subjects they have treated, and shall present certificates of the work they may have done during the courses.

The faculty shall admit to examinations for the degree of doctor in civil law any students who may have passed all the studies of the school, in addition to the following: Latin; modern history; psychology; moral philosophy; sociology; political economy; anthropology.

These exercises shall consist of the presentation of a thesis upon a subject selected by the candidate from a list the faculty shall annually prepare, and of an oral examination by the board.

He shall explain to the board the records of a civil or criminal suit, their connection and object, and give a clear opinion on the case.

The rector shall, upon the recommendation of the faculty, grant the title of doctor in civil law to the students who may have passed these examinations.

SCHOOL OF INTERNATIONAL LAW.

The studies to be found in this school are: Political economy; public finance; administrative law; constitutional law; international law.

These studies are, for the establishment of the chairs, grouped as follows: Chair A, politcal economy, 1 course; public finance, 1 course. Chair B, administrative law, 2 courses. Chair C, constitutional law, 2 courses; international law, 1 course.

At the end of each course examinations shall be held in the same manner as those for the school of civil law.

The faculty shall admit to examinations for the degree of doctor in international law any students who may have passed all of the examinations of the school of international law and the following: Modern history; psychology; moral philosophy; sociology; civil law; penal law.

The exercise shall consist of the presentation of a thesis under the same conditions as those of the school of civil law.

The rector shall, upon the recommendation of the faculty, grant the title of doctor of international law to the students who may have passed these examinations.

SCHOOL OF NOTARIES PUBLIC.

The studies to be pursued in this school are: Civil law; penal law; law of procedure; commercial law; administrative law; public instruments.

Students in this school must have one year practical experience before obtaining their degrees.

The faculty shall admit to examinations for the title of notary public any students who may have passed all of these studies.

The exercises shall consist in the recording of different public documents selected by the board.

THE PROFESSORS.

There shall be professors, assistant professors, assistant professors (chiefs of clinic), and assistant professors (chiefs of laboratory).

There shall be a professor for each of the chairs of the different schools, who shall teach all of the courses of the subject. The salary of a professor shall be $2,000 per annum for the first course, and he shall receive 40 per cent and 20 per cent increase of his salary for the second and third courses, respectively.

Professors who have a clinic attached to their chairs shall be paid the half course at the rate of a whole course as increase of salary.

Those in charge of one course only, with a clinic attached thereto, shall receive an increase of 20 per cent of their salary, and those teaching two courses with a clinic shall receive 10 per cent increase.

The assistant professors shall substitute the professors during their justified absences. Whenever an assistant professor (chief of a clinic or of a laboratory) takes the place of the professor he shall be substituted in his functions as a chief by the first assistant to the professor.

The assistant professors become professors in cases of vacancy.

The school of letters and philosophy shall have two assistant professors; one for the group of languages and the other for that of history and the philosophic sciences.

The school of pedagogy shall have an assistant professor.

The school of sciences shall have as many assistant professors as there may be chiefs of laboratories required. The curator of the museum and the director of the botanical garden are also assistant professors.

The school of engineers shall have an assistant professor and its corresponding chiefs of laboratory.

The school of medicine shall have an assistant professor and its chiefs of laboratory and clinic. The chief of the amphitheater is also an assistant professor.

The school of pharmacy shall have as many assistant professors as there may be laboratory chiefs required.

The school of dental surgery shall have an assistant professor.

The school of civil law shall have an assistant professor.

The school of public law shall have an assistant professor.

One of the assistant professors of the faculty of letters and philosophy shall be the librarian of the university.

Assistant professors who have no additional functions, such as chief of laboratory, etc., are obliged to give two weekly lectures on subjects connected with their school.

The salary of the assistant professors who have no additional functions shall be $750 per annum.

Whenever they substitute a professor they shall have an increase of $250.

Assistant professors (chiefs of laboratories and clinics), the curator of the museum, the director of the botanical garden, the chief of the amphitheater, and the librarian shall have a salary of $1,000 each per annum.

The assistants to professors in the laboratories and clinics shall receive $500 per annum. Whenever the first assistant to the professors takes the place of the chief, said amount shall be increased to $750.

Assistants to professors are appointed by the rector upon the recommendation of the faculty.

All doctors graduated in the University of Habana, or who are legally incorporated therewith, may give courses of lectures in the university upon coming to an agreement with the dean of the faculty to which the subject taught may belong.

The students of these courses shall be admitted to examination upon payment of a fee of $25 per subject.

PROFESSORSHIPS.

The following rules shall be observed in regard to chairs which may become vacant and not be filled by the promotion of the assistant professors thereto. They likewise apply to assistant professorships:

The candidate must hold the degree of doctor in the profession to which the chair may belong. The title of engineer shall be equivalent to that of doctor.

The title of normal professor authorizes one to apply for the chair of the school of pedagogy. No title is required for candidates to the chair of mechanical and freehand drawing.

The candidate shall exhibit a written report of his works, books, and services rendered to instruction.

He shall present to the board of examination, appointed for that purpose by the board of inspectors, a written composition, selected from a list of subjects prepared by the board, on the studies pertaining to the chair to which he aspires. He shall accompany the composition with a statement of the works he has consulted.

After forty-eight hours' free preparation he shall give a one-hour oral lesson before the board.

The composition shall be written within six hours, in a closed room, but the candidate may consult the necessary works for reference.

Candidates for the chair of sciences, engineering, medicine, pharmacy, and dental surgery shall be subjected to a series of practical examinations.

If there should be but one candidate the board, taking into consideration excellence displayed in his works or books and the preceding exercises, will approve or disapprove his candidacy. Approval will entitle him to the chair.

If there should be more than one candidate the board will draw up a list of those approved in the order of their standing. The first on the list will be entitled to the chair.

Candidates who may have formerly been professors of the university shall be credited with the services they have rendered, and they shall be excused from the first exercise.

THE STUDENTS.

To be eligible for admission as a student to the University of Habana—

The candidate must be 18 years old.

He must have obtained the degree of bachelor of letters and sciences in any of the institutes of the island, or hold a similar degree, duly certified to, from a foreign college or institute.

MATRICULATION.

Students admitted to the university shall pay $80 a year, in four payments.

Payment of said matriculation fee admits a student to all the courses of the university.

Whenever the student attends experimental courses he shall pay $6 a year, in two payments, for the use of the laboratory.

The faculties shall admit any student of the university to registration in their courses, provided he has paid his matriculation; but they shall not admit him to examinations in a course until he has passed all others that precede it, in accordance to the order of sequence established.

Students following private courses outside of the university may attend the university examination by paying $25 for each subject.

The registration fee for examination for a degree is $25.

FELLOWSHIPS.

There are three fellowships established, one for each faculty, with an annual allowance of $1,200 each.

These fellowships shall be given to distinguished students of the university after they have obtained their degrees.

They shall be awarded by the rector upon the recommendation of the faculty and a majority vote of two-thirds of the professors. Students who obtain fellowships must go abroad to complete their studies, and especially to perform advanced experimental work.

The fellowships shall be for two years.

Students holding fellowships from the university shall be preferred in the selection of chiefs of clinics and laboratories.

MUSEUMS AND LABORATORIES.

The sum of $18,000 is hereby assigned for the purchase of the scientific material of the university. The faculties shall forward, as soon as practicable, the estimates for the new laboratories to be established in accordance with this order.

SUPPRESSION OF THE PROFESSIONAL SCHOOL.

The professional school of Habana is hereby suppressed, to date from October 1, 1900.

Students registered in this school may continue their studies in the school of engineering of the University of Habana, where they will be admitted without examination or presentation of title and be credited with whatever courses they may have already successfully passed in the professional school.

Such students shall pay the university a matriculation fee of only $25 a year for three years, to date from the closing of the professional school.

The title of master workman, issued by the professional school of Habana, shall admit a student to the school of engineering of the university.

Such students will be credited with the studies successfully passed in the professional school.

The secretary of public instruction is hereby charged with the execution of this order, and will issue such instructions as to details as may be necessary.

The present order shall take effect upon the date of its publication in the Gazette of Habana.

J. B. Hickey,
Assistant Adjutant-General.

No. 267.

Headquarters Division of Cuba,
Habana, June 30, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order governing the institute collegiate course (segunda enseñanza). All laws, decrees, or orders relating to said institute collegiate course in the island of Cuba are hereby modified as follows:

INSTITUTE COLLEGIATE COURSE.

I. The studies included in the collegiate course (segunda enseñanza) will be offered at the official institutes or at schools incorporated with the institutes.

II. The following qualifications are necessary for admission to the studies offered in the collegiate course:

1. The applicant for admission must be at least 14 years old, or be specially authorized to be admitted.

2. He shall demonstrate that he has taken the primary, elementary, and superior courses of instruction.

The applicant shall undergo an examination whereby he shall demonstrate (*a*) That he speaks, reads, and writes the Spanish language correctly; (*b*) that he reads and translates English or French passably, and (*c*) that he has studied and is familiar with the following subjects: (1) Practical arithmetic up to the application of ratio and proportions; (2) mechanical drawing and elements of geometry; (3) complete geography of Cuba, elements of geography of America, and rudiments of universal geography; (4) elements of the history of Cuba and the rest of America; (5) elements of physical geography; (6) elements of hygiene; (7) elements of physiology; (8) elements of zoology and botany.

III. The institute collegiate course comprises: Grammar and Spanish literature (historical and preceptive); a foreign language (English or French); universal geography, universal history; mathematics, including trigonometry; physics; chemistry; elements of cosmology (physical description of the world); introduction to biology, natural history; logic and elements of psychology; introduction to sociology, civic instruction. These studies shall be completed in at least four years.

IV. The distribution of the studies in the different years shall rest with the institutes, subject, however, to the following rules: The first course of a foreign language may be given in Spanish; the following course must be given in the language taught. The study of geography shall precede that of history; algebra shall precede physics and chemistry; geometry shall precede cosmology; cosmology shall precede biology, and these studies shall precede sociology. Elements of cosmology and introduction to biology and sociology are elective courses. It shall be stated in the diploma given to the student at the end of his studies whether he has followed any or all of the elective courses.

V. On completion of each course the standing and progress of the student shall be demonstrated by the following examinations:

EXAMINATION IN SPANISH GRAMMAR AND LITERATURE.

The candidate shall be required to write one or two paragraphs on several subjects, selected from a list prepared beforehand by the board, to be taken from standard modern Spanish or Spanish-American works.

He shall be required to give an oral explanation of what he may have written and to demonstrate his knowledge of the rules of grammar and of rhetoric.

He shall demonstrate that he has read and studied several classical works of Spanish literature (sixteenth to nineteenth centuries), which shall be designated at the commencement of the course.

The examination shall embrace the literary form and the classification of the work, the author, and the literary period to which they may belong.

The student shall also present his composition and notebooks, certified to by his professor.

Serious mistakes in orthography, syntax, and elocution will determine the failure of the student.

EXAMINATION IN FOREIGN LANGUAGE.

The candidate shall translate into correct Spanish some passages taken from standard contemporary works. These works shall be periodically designated by the institute.

He shall translate from Spanish into the language in which he is to be examined some passages designated for the purpose.

He shall answer in the language he is being examined in the questions put to him about the lexicography and syntax of the passages he may have translated.

EXAMINATION IN GEOGRAPHY.

The candidate shall solve a series of problems on the planisphere and on the terrestrial sphere.

He shall answer questions demonstrating that he understands the principles of map making.

He shall pass an oral map examination.

He shall write an exercise on a subject of descriptive geography presented by the board, in which exercise he must show his knowledge of orography, hydrography, different races, and of the physical, political, and economical nomenclature of any country or region designated. He shall be allowed the use of any work he may desire to consult in the preparation of this exercise.

He shall present his notebooks and designs made during the course, certified to by the professor.

EXAMINATION IN HISTORY.

This examination shall consist of two exercises one oral, the other written.

The oral examination will be before a map. It will show the general knowledge of the candidate regarding the principal historical epochs and a more circumstantial knowledge of a period of modern history, which period shall be selected by the examining board.

The written exercise shall consist of a thesis on a subject of modern history to be previously selected by the board. In said exercise the candidate must demonstrate a general knowledge of the political and social condition of the country during the period designated. He shall be allowed the use of such works as he may desire to consult.

He must present his notebook certified to by his professor and his sketches of historical maps, and must prove that he has read historical works.

EXAMINATION IN MATHEMATICS (ARITHMETIC, ALGEBRA, GEOMETRY, AND TRIGONOMETRY).

It shall consist in the solution of a series of problems, not less than five, for each one of the four divisions, whereby the candidate must demonstrate, by reasoning, his knowledge of the fundamental principles of the science of mathematics.

The board shall take note of the clearness and precision shown by the student in his reasoning and demonstrations.

The student shall present his notebooks and the work done by him during the course, which shall be certified to by the professor.

EXAMINATION IN PHYSICS.

The candidate shall select thirty experimental exercises from a list prepared beforehand by the institute. Of these exercises, ten shall relate to mechanics, and five each to light, heat, sound, and electricity, respectively.

The board may require such exercise or exercises as it may deem necessary and an explanation of the theories on which they are based. This examination shall take place in the laboratory.

He shall present a written thesis on a subject selected by the board, which thesis shall relate to the application of physical laws to current phenomena.

He shall present his notebooks with a description and result of his work in the laboratory. They shall be certified to by the professor.

EXAMINATION IN CHEMISTRY.

The candidate shall choose twenty experiments from a list prepared beforehand by the institute. The examining board will require him to perform one or more of said experiments and give the necessary explanations.

This examination shall take place in the laboratory.

The candidate shall present a written thesis on a subject selected by the board, which thesis shall demonstrate his acquaintance with chemical phenomena and its laws.

He shall present his notebooks with a description and result of his work in the laboratory, certified to by the professor.

EXAMINATION IN ELEMENTS OF COSMOLOGY.

The examination shall be written and oral.

The first shall demonstrate the student's general knowledge of the mechanism of the universe, especially of the earth, as well as his skill in the handling of the more necessary instruments for elementary astronomical observations.

The second exercise shall consist in the student's presenting a written thesis on a subject selected by the board. Subjects on geology and physical geography will be preferred.

The candidate shall present his copy books with the notes and observations made by him during the course. These copy books shall be certified to by the professor.

EXAMINATION IN BIOLOGY.

The student shall present a short thesis on the subject given him by the board which shall demonstrate that he possesses a thorough knowledge of vital phenomena.

He shall answer all questions in reference to his thesis.

EXAMINATION IN NATURAL HISTORY (MINERALOGY, BOTANY, ZOOLOGY).

The object of this examination is to demonstrate that the student understands the elemental phenomena of these sciences and that he has studied them by direct observation.

He shall undergo an oral examination embracing at least one sample of each kingdom.

This examination shall take place in the museum.

The student shall present a certificate from the professor of his having examined during the course at least twenty minerals, twenty plants, and twenty animals, and the descriptions and classifications he may have made.

EXAMINATION IN LOGIC AND ELEMENTS OF PSYCHOLOGY.

The candidate shall demonstrate that he knows the fundamental laws of logic in their two divisions, inductive and deductive, and he shall present exercises on propositions, syllogism and sophism.

He shall present a written thesis on a subject given him by the board on psychological data of logic.

He shall present his exercises and notebooks certified to by the professor.

EXAMINATION IN SOCIOLOGY.

The candidate shall present a thesis on a subject given him by the board which shall demonstrate that he possesses a thorough knowledge of social phenomena.

He shall answer all questions in reference to his thesis.

EXAMINATION ON CIVIC INSTRUCTION.

The candidate shall demonstrate by an oral examination that he possesses a general knowledge concerning the state, individual freedom, government and its functions.

He shall present a thesis wherein he shall apply said principles to the political organization of Cuba in any of the different periods of its history, which period shall be selected by the board.

He shall present his notebooks certified to by the professor.

At the close of the exercises of each examination, the board shall decide whether the student has passed (aprobado; A.) has failed (desaprobado; D.) or is conditioned (suspenso; S.)

The institute may order special examinations at the end of each course.

After passing the final examinations in compulsory studies, the student has the right to demand his examination for a diploma as bachelor of letters and sciences. This shall be oral and written.

The oral examination shall last at least one hour, and shall consist in his replying satisfactorily to the different questions of the board on subjects in the different studies.

The written exercises shall consist of a thesis on a subject drawn by chance from a list prepared beforehand by the institute. The board shall be assembled to listen to the reading of the thesis and the candidate shall be required to give such explanation as the board may deem proper.

The fee for this examination shall be $10.

PROFESSORS.

VI. There shall be professors, assistant and supernumerary professors. Professors shall be appointed according to the following classification: Class A, Spanish grammar and literature (3 courses); class B and C, English and French (2 courses, respectively); class D, universal geography and history (2 courses); class E, mathematics (3 courses); class F, physics and chemistry (3 courses: 2 of physics and 1 of chemtry); class G, cosmology, biology, natural history (3 courses); class H, logic, sociology and civic instruction (2 courses).

When the number of students does not exceed 50, each class shall have one professor.

When the number exceeds 50, an assistant professor shall be also appointed. If the number exceeds 100, another assistant professor shall be appointed, and so on for each 50 students.

The professor shall teach all the courses in each subject.

The salary of the professor shall be $1,500 per annum for the first course, with an increase of 40 per cent and 20 per cent of the salary for the second and third courses, respectively. The salary of an assistant professor shall be $750 per annum with the same proportionate increase.

Should a professorship become vacant the assistant professor shall be appointed thereto. If there be more than one assistant professor the senior shall be appointed to the vacant professorship.

There shall be at least two supernumerary professors at each institute; one for the academic branches and one for the scientific. They will assume the duties of the professors and assistant professors whenever these may be absent for good and sufficient reason. Supernumerary professors shall receive one-fourth the salary of a full professor. They shall be paid at the rate of $750 per annum for the time over one month they may serve as substitutes to a professor. The resulting difference shall be deducted from the salary of the professor.

Services rendered as supernumerary professor will be taken into consideration when appointing assistant professors.

Salaries in the institutes of the provinces shall be reduced 10 per cent proportionally.

APPOINTMENT OF PROFESSORS.

The following rules shall govern the appointment of professors for those chairs which may become vacant in the future and are not filled by the promotion thereto of an assistant professor, and for the appointment of assistant professors.

The candidate shall be a doctor in letters or sciences. He shall present a written statement of his works (books) or researches.

He shall present before a board, appointed for the purpose by the secretary of public instruction, a writen composition on a subject pertaining to the chair he desires to obtain, the subject to be selected from a list previously made out by the board.

Should the course require oral teaching, he shall give an experimental oral lesson before the board.

The composition shall be written within six hours in a closed room, the candidate being allowed to consult such works as he may require.

The oral lesson shall take place after twenty-four hours free preparation.

It shall last three-quarters of an hour.

Should there be but one candidate, the board, upon consideration of his fitness as demonstrated by his works (books) or researches and by his previous examinations, shall approve or disapprove the claim. Approval will in this case entitle the candidate to the chair.

Should there be more than one candidate, the board shall prepare a list of those who have passed the examination according as they are more or less fit. First place on the list will carry with it a right to the chair.

The degree of doctor in letters or sciences is not required for a professorship in foreign languages.

When full professors are without employment they shall be given preference as assistant professors.

MATRICULATION.

VII. Students admitted to the institute collegiate course shall pay $25 a year in two installments.

This registration fee gives them the right to attend all the courses of the institute.

When a student attends experimental courses, he shall pay $3 a year, in one payment, for the use of the laboratory.

Students of incorporated colleges shall not pay for matriculation in the institute, but shall pay an examination fee of $10 for each subject taught.

Students of private institutions may present themselves for examination on payment of the same fee for each course.

MUSEUMS AND LABORATORIES.

VIII. The allotment for scientific material (instruments) for the use of the institute of Habana is hereby settled in the amount of $3,000.

This allotment shall be proportionally distributed among the several museums and laboratories, according to the judgment of the director, after consultation with the different professors.

PREPARATORY COURSE.

IX. For two years commencing October 1, 1900, a preparatory course shall be given at the institutes, for which the age requisite is not necessary.

To attend the preparatory course the applicant must prove that he has received primary elementary instruction.

The studies of the preparatory course shall be: Group A, Spanish grammar with exercises of composition and derivation; recitation of selected pieces in Spanish prose or verse, with explanation of the same; elements of geography and history. Group B, practical arithmetic up to ratio and proportion; mechanical drawing and elements of geometry; elements of hygiene; elements of physiology, zoology and botany.

The distribution of these classes and their duration shall be regulated by the institute.

Each group shall be taught by a professor, aided by such number of assistants as he may require, in the same proportion of one assistant for each additional 50 students.

The salaries of these professors shall be $2,000.

The matriculation fee for the two courses shall be $20 payable in two installments.

CALISTHENIC EXERCISES.

X. Calisthenic exercises shall be obligatory to students of the institute.

At each institute there shall be a gymnasium and an instructor of gymnastics.

XI. The secretary of public instruction will issue the necessary instructions in order that students who are actually following courses in the institutes may complete their studies.

XII. This order shall take effect from the date of its publication in the Gazette, of Habana.

J. B. Hickey,
Assistant Adjutant-General.

No. 268.

Headquarters Division of Cuba,
Habana, July 5, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, and in view of the fact that an order will soon be published modifying the existing laws in reference to bonds to be furnished by notaries public, directs the publication of the following order:

I. The periods of three and six months granted to the newly appointed notaries and to the former ones, respectively, during which to file bonds as a guaranty for the proper discharge of their duties are hereby extended two months, to date from the expiration of the first period mentioned.

II. The aforesaid bonds can not be offered or received until the publication of the provisions referred to in the preamble of this order.

J. B. Hickey,
Assistant Adjutant-General.

No. 269.

Headquarters Division of Cuba,
Habana, July 3, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. Requisitorial letters addressed to foreign countries must be forwarded to the department of state and government through the department to which the official issuing the document belongs.

II. They shall be addressed, in form of petition, to the authority whose action is solicited. They must contain an offer of reciprocal action and have all the requirements which make them valid and authentic in accordance with the laws in force.

J. B. Hickey,
Assistant Adjutant-General.

No. 270.

Headquarters Division of Cuba,
Habana, July 5, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following, as complementary to Order No. 254, these headquarters, 1900, concerning the municipal treasury:

I. The land tax on rural property shall be collected every half year. The first half of the fiscal year shall be collected and paid without surcharge during September and October, and the second during March and April.

II. After the two months for collection without surcharge have elapsed delinquent taxpayers shall pay 6 per cent interest for tardiness during the remainder of the first half of the year and 12 per cent during the following half year, which rate shall continue until the definite settlement, by auction of the property.

III. Whenever taxes are demanded for estates destroyed by the war, their proprietors may make a statement of the facts to the administration of revenues and taxes of the fiscal zone where the estate is located, within the two months granted for collection without surcharge. Said administration will direct the mayor to summon the interested party or parties, to make a personal inspection and take other necessary steps to obtain evidence; and he shall draw up a record of the proceedings.

The administration of revenues and taxes will render decision in view of the proofs obtained. Said decision shall be subject to appeal by the mayor or the interested party or parties before the secretary of finance within the period of ten days, counting from the date of the notification.

IV. An estate shall be considered as having been destroyed by the war when it is a sugar plantation which has had its batey (buildings and dependencies) burned and razed to the ground; a stock farm whose houses, yards, and fences were devastated, or a tobacco plantation, farm, or any other kind of estate whose bateyes, buildings, or dwelling houses were burned down.

In the case of estates that were not destroyed but which have not continued to be worked, as indicated in the present assessment, a rectification of the latter shall be undertaken, after granting the proprietors a hearing, in order that the estates may contribute in accordance with their present rate of production.

V. Until new budgets are drawn up in accordance with Order No. 254, current series, these headquarters, the ayuntamientos can not make any change in the rates and quotas of taxation, except in cases where said order determines and establishes the rates.

J. B. Hickey,
Assistant Adjutant-General.

No. 271.

Headquarters Division of Cuba,
Habana, July 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following regulations for the department of charities of Cuba:

DEPARTMENT OF CHARITIES OF CUBA.

Article I.—*The organization of the department.*

Sec. 1. There is hereby established a department of charities of Cuba, which shall be under the general supervision of the department of state and government. The term "department," when used hereafter in this decree, shall mean the department of charities.

SEC. 2. There shall be a board of charities of Cuba, which shall consist of eleven members, to be appointed by the military governor, as follows: One from each of the six provinces, and five from the island at large. The regular term of office of members of said board shall be six years. The first appointments of the six members representing provinces shall be made for the terms of one, two, three, four, five, and six years, respectively. The first appointments of the five members from the island at large shall be for the terms of two, three, four, five, and six years. Subsequent appointments, except to fill vacancies, shall be for the term of six years. Appointments of members of this board, and of other boards established by this decree, whose terms of office may extend beyond the period of the military occupation of Cuba by the United States, shall be subject, upon the termination of such occupation, to the approval of the government which shall follow. Appointments to fill vacancies caused by death, resignation, or otherwise shall be for the unexpired term. The board of charities shall be appointed on or before July 31, 1900, and shall hold its first meeting between July 31, 1900, and September 30, 1900, at the call of the superintendent of charities and hospitals. The board of charities shall hold regular meetings once in each quarter of the year, in the city of Habana, at such times as it may determine, and may hold such other regular or special meetings as it may deem necessary. Six members shall constitute a quorum, but the affirmative votes of at least five members shall be necessary for the transaction of any business. The board shall appoint annually an executive committee of five members, and it may, by resolution, delegate to such executive committee, or to a standing or special committee, or to the officers or any officer of the board, the exercise, during the intervals between its meetings, of such of its specific powers, to be clearly defined in the resolution, as it may deem advisable, and may, in its discretion, revoke such delegation of authority.

SEC. 3. No member of the board of charities shall be a trustee or officer of any institution subject to inspection by said board, nor shall any member have any authority to make, directly or indirectly, any sale of real or personal property to any such institution, or any purchase from any such institution; nor shall any member have any pecuniary interest in any such sale or purchase. Members of the board of charities shall receive no salary, but shall be paid their traveling and other necessary expenses incurred when engaged in official business: *Provided*, That the total official expenditure of any member of the board during any calendar year for purposes other than transportation shall not exceed the sum of $500. The appointment of the members of the board of charities for terms of six years and the provision that they serve without salary are intended to secure the result that such appointments shall always be made without regard to political considerations, and that the destitute and helpless wards of public charity shall receive the benefits of the services of eminent citizens, possessing special knowledge and qualifications for rendering useful service in such positions. Each member of said board shall, so far as may be practicable, inspect the charitable institutions in the province in which he resides once each year, and shall inform himself in regard to the measures that have been adopted for the assistance of the poor in Cuba and in other countries.

SEC. 4. The board of charities shall assume such of the duties hereby conferred upon the department as may from time to time be transferred in writing to it by the superintendent of charities and hospitals, and may establish such rules, regulations, and by-laws for the regulation of its affairs as it may deem wise, subject to the provisions of this decree.

SEC. 5. During the period of organization the superintendent of charities and hospitals shall possess and exercise all the powers hereby conferred upon the department, excepting those that by reason of section 4 he may have already transferred in writing to the board of charities. When, in the judgment of the military governor, the various branches of work of the department may have been thoroughly organized, the board of charities shall be so informed in writing, and the superintendent of charities and hospitals shall thereupon become the secretary of the board of charities, and shall be its chief executive officer, and the said board shall then be the head of the department, and shall possess and exercise the powers hereby conferred upon the department. Thereafter, whenever a vacancy shall occur in the office of secretary of the board of charities, the board shall appoint a secretary to fill the vacancy. Members of the board shall not be eligible for the office of secretary. The secretary shall receive a salary, to be fixed by the board of charities, subject to the approval of the military governor. The secretary shall hold office at the pleasure of the board, provided that he shall not be removed from office, except for cause stated in writing and entered in the minutes of the board, and after reasonable notice and an opportunity to be heard before the board upon the cause of his proposed removal. The department may, within the limits of its appropriation for such purpose, employ such assistants, inspectors, clerks, and other employees as it may deem necessary, and fix their salaries from time to time, and may remove any employee from office, in its discretion, for cause stated in writing, and after an opportunity has been afforded such employee to be heard upon the cause of his proposed removal.

ARTICLE II.—*Concerning destitute and delinquent children.*

GENERAL PROVISIONS.

SEC. 6. It is hereby declared to be the general policy of the island of Cuba, to be carried into effect as speedily as circumstances will permit, that destitute and delinquent children who are now, or become in the future, subjects of support from public funds, shall be cared for by the State, and shall be committed to the guardianship of the appropriate insular authorities. Such children shall be cared for, according to their respective needs, in families, training schools, or reformatories, as may from time to time be found to be advisable.

SEC. 7. No municipal, district, or provincial institution for the care of destitute or delinquent children shall hereafter be established, but this shall not prevent the establishment of municipal hospitals for sick children. Any existing municipal institution for the care of children may be discontinued at the option of the municipality, or by order of the department, and the inmates may be committed by the alcalde to the department. Each municipal institution for children, until discontinued, shall be under the charge of a board of managers appointed by the alcalde, and of which the alcalde shall be ex officio a member. Payments from the insular treasury for the support of children in municipal or private institutions will be discontinued as rapidly as provision can be made by the department for the care of such children. From and after the 1st day of September, 1900, all payments from the insular treasury to orphan asylums and other institutions for the care of destitute children, except State institutions, shall be made on the basis of a per capita payment for the care and maintenance of such of the inmates of said institution as may be accepted as proper public charges by the department. The various orphan asylums established by the Red Cross and other organizations, which have been, or may be, turned over to the insular authorities, having served the special and temporary purpose for which they were established, will be discontinued as rapidly as may be found to be practicable, unless, for special reasons, the department may decide to continue one or more of such asylums as temporary homes for children until such children can be placed in families, or removed to a training school.

SEC. 8. A destitute child is hereby declared to be one not possessed of sufficient means for self-support, and who has neither parents nor grandparents, or whose parents and grandparents, if living, are unable to provide for the support of said child, or have abandoned it, or have habitually and grossly neglected to provide for its physical well-being, or are habitual drunkards, or are of notoriously immoral character, or are confined in a prison, or in a hospital for the insane. Nothing in this decree shall, however, impair any of the obligations created by Title VI of the Civil Code, concerning the support of relations.

Any alcalde, upon proof to his satisfaction that a child then residing in his municipality is destitute as herein defined, may, unles the support of said child be voluntarily assumed by some individual known to the alcalde to be of good moral character, and of sufficient ability to provide for said child, or by some private charitable institution at its own expense, commit said child to the care and custody of the department of charities until it reaches the age of 16 years. Before making any such commitment, the alcalde shall cause a careful inquiry to be made as to the whereabouts, circumstances, and character of the surviving parents and grandparents of the child, if any. The results of such inquiry shall be reduced to writing and placed on file in the office of the alcalde, and, if the child is committed, a copy shall be forwarded to the department with the commitment paper. Such commitment shall be made only upon the application of a parent or a grandparent of such child, or after notice of at least three days to the parents, if living, or, if both parents are dead, after a like notice to the grandparents, if living, and after an opportunity has been afforded to such parents, or grandparents if the parents are dead, to be heard before the alcalde upon the cause or causes for which it is proposed to commit such child. The testimony taken at such hearing shall be placed on file in the office of the alcalde, and, if the child is committed, a copy shall be sent to the department with the commitment paper.

No child shall be committed who has a parent or grandparent of good moral character and of sufficient ability to provide for its support, or who has a relative or friend of good moral character and of sufficient ability to provide for its support and willing to do so, or whose support may be voluntarily assumed by a charitable institution at its own expense. The insular authorities may, in their discretion, collect from each municipality a sum not to exceed 30 cents per day for the maintenance of each destitute child committed by the alcalde of a municipality for the period during which such child is supported in a State institution. Children committed to the department may be returned to their parents, relatives, or friends in the discretion of the department. No child so returned by the department shall be again committed by the alcalde, but the department, in its discretion, at the request of the alcalde, may again take charge of such child.

When any child shall be so committed in the province of Habana, the alcalde shall provide for the transportation of said child to the office of the department. When such commitment occurs in some other province, the alcalde shall forthwith notify the department and shall place such child temporarily in some suitable institution for the care of children, or make other suitable provision for the temporary care of such child, at the expense of the municipality. The department shall forthwith notify the alcalde at what place said child will be received into the custody of the department, and the alcalde shall provide, at the expense of the municipality, for the transportation of the child to such place.

SEC. 9. Whenever a child actually, or apparently, between the ages of 10 and 16 years is convicted before any court of competent jurisdiction of a crime or misdemeanor, whether or not said child shall have acted with discernment, said court shall, unless in its judgment said child should be placed under the care of a parent or other relative or friend willing and able to care for and properly train him, commit such child until he shall have attained the age of 18 years to the Reform School for Boys at Habana, if a boy; or if a girl, to the Aldecoa Reform School for Girls at Habana. Girls between 10 and 16 years now in confinement in any jail or prison shall be transferred to said reform school for girls; and subsequent commitments of girls under this section shall be to said reform school for girls. Any such court is hereby authorized to commit to the proper reform school any boy or girl between the ages of 10 and 16 years residing in the judicial district in which such court is situated, who has been found, after an inquiry satisfactory to the court, to be a confirmed vagrant, or whose moral training has been so neglected that said child is in danger of becoming a criminal and is in need of reformatory discipline; provided, that no child shall be so committed by any court for the sole reason that it is homeless or destitute. No such child shall be committed without notice of at least three days to its parents or guardian, if such parents or guardian are living within the judicial district in which such commitment is pending. Every commitment to a reform school shall be until the child so committed shall reach the age of 18 years. When any child shall be committed under the provisions of this section, the authorities of the municipality shall forthwith provide for the transportation of such child to the institution to which it shall have been committed.

TRAINING SCHOOL FOR BOYS.

SEC. 10. The department of charities shall establish at some location, at which land suitable for agricultural purposes can be obtained, an institution to be known as the training school for boys of Cuba. Its objects shall be the temporary care of destitute boys under the age of 16 years, committed to the department from any part of the island, until such boys can be placed in families; and also the training in agricultural or other pursuits of such destitute boys as it may not be practicable to place in family homes. Boys shall be received in the school only by order of the department; they will remain in the custody of the department while in the school, and may be removed at any time by the department. The department shall also remove to this institution, when established, all the boys then in the institution heretofore known as the Habana San José Asylum for Boys, except those who shall have been admitted thereto to await trial, or who have been convicted of an offense, or who have been sent for correctional discipline.

SEC. 11. The training school for boys shall be under the direct charge and control of the department until March 1, 1901. There shall be appointed for this school, not later than September 30, 1900, by the military governor, a board of managers composed of five members. The term of office of members of this board shall be five years, and they shall serve without salary. The first appointments shall be for one, two, three, four, and five years, respectively. Appointments to fill vacancies caused by death, resignation, or otherwise shall be for the unexpired term. The first meeting of the board of managers shall be held during the month of October, 1900, at the call of the department. The board shall hold regular monthly meetings, and such special meetings as it may deem necessary. Whenever practicable, meetings of the board shall be held at the school. The board shall elect from its own number a president and a vice-president.

SEC. 12. Until March 1, 1901, the board of managers shall exercise such powers only as may be delegated to them by the written order of the department. From and after March 1, 1901, the board of managers shall become responsible for the control and management of the institution and shall have the general direction and control of its property and affairs. They shall see that the objects for which it was established are secured. They shall have power to establish such by-laws, rules, and regulations as they may deem necessary for defining the duties of the officers and employees of the school and for the management of its affairs, and shall, subject to the approval of the department, determine from time to time the number and salaries of such employees. They shall, on or before the 15th of each month, submit to the department a detailed estimate of the expense of conducting the school during the ensuing month. They shall keep a record of their proceedings, which shall be open at all times, together with the other books and papers of the school, to inspection by the department. They shall appoint, whenever a vacancy occurs in that office, a superintendent of the school.

SEC. 13. The superintendent shall be the secretary of the board of managers and shall be the chief executive officer of the school. Subject to the by-laws, rules, and regulations established by the board of managers, the superintendent shall have the general oversight of the buildings and grounds, with their furniture and equipment, and shall have the direct control of all persons therein. He shall personally see that each inmate receives such training and instruction as may be suited to his years and capacity. The board of managers shall, upon the nomination of the superintendent, appoint such resident officers as they may deem necessary for the efficient management of the affairs of the school, and may remove any such officer for cause stated in writing, after an opportunity has been afforded him to be heard. The cause of the removal shall be entered in the permanent records of the school. The superintendent shall see that suitable records are kept concerning each pupil, showing his name, previous history, place of birth, date of admission, age, previous residence, and his conduct, progress, and physical condition from time to time in the school. The superintendent, under the direction of the board, shall cause the children in said school to be instructed in the branches taught in the public schools of the island, and shall provide from time to time such courses of instruction as will enable the inmates of the school, other than those received for temporary care, to maintain themselves, after leaving the school, at some useful trade, calling, or occupation.

SEC. 14. The board of managers shall, after it shall become responsible for the control and management of the school, appoint a treasurer, who may or may not be of their number, and who, if not a member of the board, may receive a salary for his services, such salary to be regulated as are those of other employees. The treasurer shall—

(*a*) Receive and have the custody of all moneys belonging to or appropriated to the institution;

(*b*) Pay the salaries of the officers and employees of the institution, and all other disbursements of said institution, upon the order of the board of managers;

(*c*) Keep a full and accurate account of all receipts and payments, and such other accounts as may be required of him by the board of managers, and in such form as the board of managers may direct;

(*d*) Balance his books on the 1st day of each January, and make a statement thereof and an abstract of all receipts and payments during the preceding year; and within five days thereafter deliver the same to an auditing committee, to be appointed by the board of managers. They shall compare the same with his books and vouchers and certify as to the correctness thereof to the board of managers at their next meeting; and

(*e*) Perform such other duties as the board of managers may direct.

TRAINING SCHOOL FOR GIRLS.

SEC. 15. The institution now known as the Habana Industrial School for Girls is hereby declared to be the Training School for Girls of Cuba. Its object shall be the temporary care of destitute girls under the age of 16 years committed to the department of charities from any part of the island, until such girls can be placed in families; and also the training in useful industries of such destitute girls as it may not be practicable to place in family homes. Girls shall be received in this school only by order of the department; they shall remain under the custody of the department while in the school, and may be removed at any time by the department.

There may also be conducted and maintained, under such rules and regulations as the authorities of the school shall establish, a normal class for the training of girls, who shall be between the ages of 17 and 25 years when admitted to such class.

SEC. 16. The Training School for Girls shall be under the direct charge and control of the department until January 1, 1901. There shall be appointed for this school, not later than July 31, 1900, by the military governor, a board of managers composed of five members. The term of office of members of this board shall be five years, and they shall serve without salary. The first appointments shall be for one, two, three, four, and five years, respectively. Appointments to fill vacancies caused by death, resignation, or otherwise shall be made for the unexpired term. The first meeting of the board of managers shall be held during the month of August, 1900, at the call of the department. The board of managers shall hold regular monthly meetings, and such special meetings as it may deem necessary. Whenever practicable, meetings of the board shall be held at the school. The board shall elect from its own number a president and a vice-president.

SEC. 17. Until January 1, 1901, the board of managers shall exercise such powers as may be delegated to them by the written order of the department. From and after January 1, 1901, the board of managers shall become responsible for the control and management of the institution and shall have the general direction and control of its property and affairs. They shall see that the objects for which it was established are secured. They shall have power to establish such by-laws, rules, and regulations as they may deem necessary for defining the duties of the officers and employees of the school and for the management of its affairs. They shall, on or before the 15th of each month, submit to the department a detailed estimate of the expense of conducting the school during the ensuing month. They shall keep a record of their proceedings, which shall be open at all times, together with the other books and papers of the school, to inspection by the department. They shall appoint, whenever a vacancy occurs in that office, a superintendent of the school.

SEC. 18. The superintendent shall be secretary of the board of managers and shall be the chief executive officer of the school. Subject to the by-laws and regulations established by the board of managers, the superintendent shall have the general oversight of the buildings and grounds, with their furniture and equipment, and shall have the direct control of all persons therein. She shall personally see that each inmate receives such training and instruction as may be suited to her years and capacity. The board of managers shall, upon the nomination of the superintendent, appoint such resident officers as they may deem necessary for the efficient management of the affairs of the school, and may remove any such officer for cause stated in writing, after an opportunity has been afforded her to be heard. The cause of the removal shall be entered in the permanent records of the school. The superintendent shall see that suitable records are kept concerning each pupil, showing her name, previous history, date of admission, age, previous residence, and her conduct, progress, and physical condition from time to time in the school. The superintendent, under the direction of the board, shall cause the children in said school to be instructed in the branches taught in the public schools of the island, and shall provide such courses of instruction as will enable the inmates of the school, other than those received for temporary care, to maintain themselves at some useful trade, calling, or occupation.

SEC. 19. The board of managers, after it shall become responsible for the control and management of the institution, shall appoint a treasurer, who may or may not be of their number, and who, if not a member of the board, may receive a salary for his services, such salary to be regulated as are those of other employees. The treasurer shall—

(*a*) Receive and have the custody of all moneys belonging to or appropriated to the institution;

(*b*) Pay the salaries of the officers and employees of the institution and all other disbursements of said institution, upon the order of the board of managers;

(*c*) Keep a full and accurate account of all receipts and payments, and such other accounts as may be required of him by the board of managers, and in such form as the board of managers may direct;

(*d*) Balance his books on the 1st day of each January, and make a statement thereof and an abstract of all receipts and payments during the preceding year, and within five days thereafter deliver the same to an auditing committee, to be appointed by the board of managers. They shall compare the same with his books and vouchers and certify as to the correctness thereof to the board of managers at their next meeting; and

(*e*) Perform such other duties as the board of managers may direct.

REFORM SCHOOL FOR BOYS.

SEC. 20. The institution known as the San José Asylum for Boys, established and maintained by the city of Habana, is hereby declared to be the Reform School for Boys of Cuba; and from and after the date of this decree shall be supported and controlled by the State. Its object shall be the training and reformation of boys who may be committed to its custody by any court of competent jurisdiction upon conviction of a crime or misdemeanor, or as being in need of reformatory discipline. Such commitments may be made from any part of the island, according to the provisions of section 9 of this decree. On and after the date of this decree all children committed to this school shall be under the custody of the board of managers until such children reach the age of 18 years, and any children who may be transferred to this school from the San José Asylum for Boys, and any children who may, in violation of the provisions of this decree, be committed to this school for a shorter period than until they reach the age of 18 years shall, nevertheless, be deemed to have been committed to the school until they reach the age of 18 years.

SEC. 21. The Reform School for Boys shall be under the direct charge and control of the department until February 1, 1901. There shall be appointed for this school, not later than August 31, 1900, by the military governor, a board of managers composed of five members. The term of office of members of this board shall be five years, and they shall serve without salary. The first appointment shall be for one, two, three, four, and five years, respectively. Appointments to fill vacancies caused by death, resignation, or otherwise shall be made for the unexpired term. The first meeting of the board of managers shall be held during the month of September, 1900, at the call of the department. The board shall hold regular monthly meetings, and such special meetings as it may deem necessary. Whenever practicable, meetings of the board shall be held at the school. The board shall elect from its own number a president and a vice-president.

SEC. 22. Until February 1, 1901, the board of managers shall exercise such powers as may be delegated to them by the written order of the department. From and after February 1, 1901, the board of managers shall become responsible for the control and management of the school, and shall have general direction and control of its property and affairs. They shall see that the object for which it was established is secured. They shall have the power to establish such by-laws, rules, and regulations as they may deem necessary for defining the duties of the officers and employees of the school and for the management of its affairs, and shall, subject to the approval of the department, determine from time to time the number and salaries of such employees. They shall maintain an effective inspection of the school. They shall, on or before the 15th of each month, submit to the department a detailed estimate of the expense of conducting the school during the ensuing month. They shall keep a record of their proceedings, which shall be open at all times, together with the other books and papers of the school, to inspection by the department. They shall appoint, whenever a vacancy occurs in that office, a superintendent of the school.

SEC. 23. The superintendent shall be the secretary of the board of managers and shall be the chief executive officer of the school. Subject to the by-laws and regulations established by the board of managers, the superintendent shall have the general oversight of the buildings and grounds, with their furniture and equipment, and shall have the direct control of all persons therein. He shall personally see that each inmate receives such training and instruction as may be suited to his years and capacity. The board of managers shall, upon the nomination of the superintendent, appoint such resident officers as they may deem necessary for the efficient management of the affairs of the school, and may remove any such officer for cause stated in writing, after an opportunity has been afforded him to be heard. The cause of the removal shall be entered in the permanent record of the school. The superintendent shall see that suitable records are kept concerning each inmate, showing his name, previous history, place of birth, date of admission, cause of commitment, age, previous residence, and his conduct, progress, and physical condition, from time to time in the school, and his conduct and occupation after leaving the school until discharged from its custody. The superintendent, under the direction of the board, shall cause the children in said school to be instructed in the branches taught in the public schools of the island, and shall provide from time to time such courses of industrial training as will enable the inmates of the school, other than those received for temporary care, to maintain themselves at some useful trade, calling, or occupation.

SEC. 24. The authorities of the school may provide for the establishment of a system of uniforming, equipping, officering, and instructing in military drill the inmates of such institution.

SEC. 25. There shall be established a system of credits or rewards for good conduct, and of demerits for bad behavior, idleness, or carelessness, which will enable any child to earn, by two years of good conduct, a discharge upon parole. Whenever any child in said institution shall have earned a discharge upon parole, or shall have given evidence satisfactory to the authorities of the institution, that the objects sought by his commitment have been secured, and that said child is no longer in need of reformatory discipline, the authorities of the school shall report such fact to the department of charities, with a statement of the terms upon which said child shall be paroled. The department shall forthwith provide for such child upon parole, by placing him in some family, or providing him with employment, or returning him to his parents or grandparents, if there are any of good character and of sufficient means to provide a home for him, or in such other manner as the department may deem advisable, but such child shall, unless granted a full and complete discharge as provided in section 27 of this decree, remain under the custody and control of said school until he reaches the age of 18 years. If at any time before reaching the age of 18 years, any child who has been discharged upon parole, and who has not been granted a full and complete discharge, shall violate the provisions of his parole, the department shall return him to said school for further reformatory discipline, under the system of credits and demerits above provided for.

SEC. 26. If any inmate of the school not less than 14 years of age shall, by gross and habitual misconduct, or by a flagrant offense, exert a dangerous and pernicious influence over the other inmates, and if the authorities of the school shall be convinced that they are unable to effect a reformation of his conduct, the board of managers may cause such child to be taken before any court authorized to commit children to said school, with a written statement of the facts concerning said child's conduct. The court shall inquire into the facts and hear the boy's statement, and if the judge shall be satisfied that such a course is proper, he may commit such child to any jail or penitentiary for a period not to extend beyond the date on which such child will become 18 years of age. At the expiration of the term of such commitment, or sooner if the board of managers of the school shall so direct, unless such child shall have reached the age of 18 years, he shall be returned to the custody of said school.

SEC. 27. The board of managers of said school may, if it shall appear to their satisfaction that any child under their custody has become fully established in habits of industry, obedience, and good conduct, grant to such child a full and complete discharge from their custody, control, and oversight.

SEC. 28. The board of managers, after it shall become responsible for the control and management of the institution, shall appoint a treasurer, who may or may not be of their number, and who, if not a member of the board, may receive a salary for his services, such salary to be regulated as are those of other employees.

The treasurer shall—

(*a*) Receive and have the custody of all moneys belonging to or appropriated to the institution;

(*b*) Pay the salaries of the officers and employees of the institution and all other disbursements of said institution, upon the order of the board of managers;

(*c*) Keep a full and accurate account of all receipts and payments, and such other accounts as may be required of him by the board of managers, and in such form as the board of managers may direct;

(*d*) Balance his books on the first day of each January, and make a statement thereof and an abstract of all receipts and payments during the preceding year, and within five days thereafter deliver the same to an auditing committee, to be appointed by the board of managers. They shall compare the same with his books and vouchers and certify as to the correctness thereof to the board of managers at their next meeting;

(*e*) Perform such other duties as the board of managers may direct.

THE REFORM SCHOOL FOR GIRLS.

SEC. 29. The department of charities may, in its discretion, when an appropriation therefor shall have been authorized, establish a reform school for girls of Cuba. The object of such school shall be the training and reformation of girls who may be committed to its custody by any court of competent jurisdiction, upon conviction of any crime or misdemeanor, or as being in need of reformatory discipline, according to the provisions of section 9 of this decree.

SEC. 30. The reform school for girls shall be under the direct charge and control of the department for a period of six months after its establishment. The military governor shall appoint for the school, within one month after the date of its establishment, a board of managers of five members. The term of office of members shall be five years, and they shall serve without salary. The first appointments shall be for one, two, three, four, and five years, respectively. Appointments to fill vacancies caused by death, resignation, or otherwise shall be made for the unexpired term. The first meeting of the board of managers shall be held within one month after the date of their appointment, at the call of the department. The board shall hold regular monthly meetings and such special meetings as it may deem necessary. Whenever practicable, meetings of the board shall be held at the school. The board shall elect from its own number a president and a vice-president.

SEC. 31. Until six months after the date of the establishment of the school, the board of managers shall exercise such powers only as may be delegated to them by the department. From and after six months after the date of the establishment of the school, the board of managers shall become responsible for the control and management of the school, and shall have the general direction and control of its property and affairs. They shall see that the objects for which it was established are secured. They shall have power to establish such rules, by-laws, and regulations as they may deem necessary for defining the duties of the officers and employees of the school, and for the management of its affairs, and shall, subject to the approval of the department, determine from time to time the number and salaries of such employees. They shall maintain an effective inspection of the school. They shall, on or before the 15th of each month, submit to the department a detailed estimate of the expense of conducting the school during the ensuing month. They shall keep a record of their proceedings, which shall be open at all times, together with the other books and papers of the school, to inspection by the department. They shall appoint, whenever a vacancy occurs in that office, a superintendent of the school.

SEC. 32. The superintendent shall be the secretary of the board and shall be the chief executive officer of the school. Subject to the by-laws and regulations established by the board, the superintendent shall have the general oversight of the buildings and grounds, with their furniture and equipment, and shall have the direct control of all persons therein. She shall personally see that each inmate receives such training and instruction as may be suited to her years and capacity. The board shall, upon the nomination of the president, appoint such resident officers as they may deem necessary for the efficient management of the affairs of the school, and may remove any such officer for cause stated in writing, after an opportunity has been afforded her to be heard. The cause of the removal shall be entered in the permanent records of the school. The superintendent shall see that suitable records are kept concerning each inmate, showing her name, previous history, place of birth, date of admission, cause of commitment, age, previous residence, and her conduct, progress, and physical condition, from time to time in the school, and her conduct and occupation after leaving the school until discharged from its custody. The superintendent, under the direction of the board, shall cause the children in said school to be instructed in the branches taught in the public schools of the island, and shall provide from time to time such courses of industrial training as will enable the inmates of the school, other than those received for temporary care, to maintain themselves at some useful trade, calling, or occupation.

SEC. 33. There shall be established a system of credits or rewards for good conduct, and of demerits for bad behavior, idleness, or carelessness, which will enable any child to earn, by two years of good conduct, a discharge upon parole. Whenever any child in said school shall have earned a discharge upon parole, or shall have given evidence, satisfactory to the authorities of the school, that the objects sought by her commitment have been secured, and that said child is no longer in need of reformatory discipline, the authorities of the school shall report such fact to the department with a statement of the terms upon which said child shall be paroled. The department shall forthwith provide for such child upon parole by placing her in some family, or providing her with employment, or returning her to her parents or grandparents, if there are any of good character and of sufficient means to provide a home for her, or in such other manner as the department may deem advisable. But such child shall, unless given a full and complete discharge, as provided in section 35 of this decree, remain under the custody, control, and oversight of said school until she reaches the age of 18 years. If at any time before reaching the age of 18 years any child who has been discharged upon parole, and who has not been granted a full and complete discharge, shall violate the provisions of her parole, the department shall return her to said school for further reformatory discipline, under the system of credits and demerits above provided for.

SEC. 34. If any inmate of said school shall, by gross or habitual misconduct, or by a flagrant offense, exert a dangerous and pernicious influence over the other inmates, and if the authorities of the school shall be convinced that they are unable to effect a reformation in her conduct, the board of managers may cause such child to be taken before any court authorized to commit children to said school, with a written statement of the facts concerning said child's conduct. The court shall inquire into the facts and hear the girl's statement, and if the judge shall be satisfied that such a course is proper, he may commit such child to any jail or penitentiary for a period not to extend beyond the date on which such child will become 18 years of age. At the expiration of the term of such commitment, or sooner if the board of managers of the school shall so direct, she shall be returned to the custody of the school, unless such child shall have reached the age of 18 years.

SEC. 35. The board of managers of said school may, if it shall appear to their satisfaction that any child under their custody has been fully established in habits of industry, obedience, and good conduct, grant to such child a full and complete discharge from their custody, control, and oversight.

SEC. 36. The board of managers shall, after it shall become responsible for the control and management of the institution, appoint a treasurer, who may, or may not, be of their number, and who, if not a member of the board, may receive a salary for his services, such salary to be regulated as are those of other employees. The treasurer shall—

(*a*) Receive and have the custody of all moneys belonging to or appropriated to the institution.

(*b*) Pay the salaries of the officers and employees of the institution upon the order of the board of managers.

(*c*) Keep a full and accurate account of all receipts and payments, and such other accounts as may be required of him by the board of managers, and in such form as the board of managers may direct.

(*d*) Balance his books on the 1st day of each January, and make a statement thereof and an abstract of all receipts and payments during the preceding year, and within five days thereafter deliver the same to an auditing committee, to be appointed by the board of managers. They shall compare the same with his books and vouchers, and certify as to the correctness thereof to the board of managers at their next meeting.

(*e*) Perform such other duties as the board of managers may direct.

THE BUREAU FOR PLACING CHILDREN IN FAMILIES.

SEC. 37. There shall be maintained in the department of charities a bureau for placing children in families. The department shall appoint a superintendent of this bureau, and such other inspectors and clerks as may be necessary from time to time. The object of this bureau shall be to provide homes in private families for as many as possible of the children who become charges upon public funds, or who are committed to the care of the department, or who earn a discharge upon parole from a State reform school. The department may place any child committed to its care directly in a family home, if such shall be available, or it may place such child in the training school for boys or in the training school for girls, according to its sex, or in some municipal or private institution for children, until a home for the child can be found; but children shall, whenever practicable, be placed in families.

SEC. 38. The department is also hereby authorized to remove from any municipal, private, or other asylum any child who is being supported at public expense, and place such child in a family, and may similarly remove a child from the training school for boys or the training school for girls and place such child in a family. When the department shall be notified that any inmate of the reform school for boys or the reform school for girls has, by good conduct, earned a discharge upon parole, or has given evidence satisfactory to the authorities of the school that it is no longer in need of reformatory discipline, the department, through its bureau for placing children in families, shall provide for such child as hereinbefore stated.

SEC. 39. No child shall be placed by the department in a family until the department has satisfied itself by an adequate investigation of their circumstances, reputation, and character that such family is of good moral character, and is able to make adequate and proper provision for the care, education, and moral training of such child.

SEC. 40. The department shall maintain an effective oversight of children placed by it in families until such children shall reach the age of 16 years, for the purpose of ascertaining whether such children are adequately and properly cared for, comfortably clothed, kindly treated, and given the educational advantages to which they are entitled, and proper moral training. Such oversight shall be exercised by personal visitation by duly appointed agents of the department, by correspondence, and by securing reports regularly, at such intervals as may be determined, from the teacher of each public school which should be attended by any child under the care of the department.

SEC. 41. All children placed in families by the department are to be regarded as under its care until they reach the age of 16 years, and the department will be held responsible for the proper care and education of such children. If it shall appear to the department that any child placed by it in a family is not treated kindly, or is not provided with suitable clothing, or is not sent to school for such period of time as the department shall deem proper, the department shall forthwith remove such child and place it in some other family, or in some institution, subject to the inspection of the department, as it may deem wise.

ARTICLE III.—*Concerning the insane.*

SEC. 42. The institution located at Mazorra, province of Habana, and known as the general asylum for the insane, is hereby declared to be the hospital for the insane of Cuba. Such hospital shall hereafter be supported wholly by the state. The object of this institution shall be the curative treatment and humane care of all persons who become insane on the island. No person judicially declared to be insane shall hereafter be kept in any prison, jail, hospital for the sick, or other similar public institution, but every such person shall be sent, under proper protection, to this hospital. The expenses of such transportation shall be borne by the municipality from which the person is sent.

SEC. 43. The hospital for the insane shall remain under the direction of a board of managers, which shall hereafter consist of seven members. There shall be appointed by the military governor a number of managers, sufficient with those now in office to make the number of managers seven. The military governor will, when such appointments are made, assign the managers terms of one, two, three, four, five, six, and seven years, respectively. Subsequent appointments shall be for seven years. Appointments to fill vacancies caused by death, resignation, or otherwise, shall be for the unexpired term. The members of the board of managers shall serve without salary. The board shall hold regular monthly meetings and such other regular or special meetings as it may determine. The board shall elect from its own number a president, a vice-president, and a secretary.

SEC. 44. The board of managers shall have the general direction and control of the property and affairs of the hospital. They shall see that the objects of the hospital are secured. They shall establish such by-laws, rules, and regulations as they may deem necessary for defining the duties of the officers and employees of the hospital and for the management of its affairs, and shall, subject to the approval of the department, determine from time to time the number and salaries of such employees. They shall maintain an effective inspection of the hospital. They shall, on or before the 15th of each month, submit to the department a detailed estimate of the expense of conducting the hospital during the ensuing month. They shall keep a record of their proceedings, which shall be open at all times, together with the other books and papers of the hospital, to inspection by the department. They shall appoint, whenever a vacancy shall occur in that office, a superintendent of the hospital, who shall be a well-educated physician and a graduate of an incorporated medical college, and who shall have had experience in the care and treatment of the insane.

SEC. 45. The superintendent shall be the chief executive officer of the hospital. Subject to the by-laws and regulations established by the board, the superintendent shall have the general oversight of the buildings and grounds together with their furniture and equipment, and the direction and control of all persons therein. He shall maintain an effective supervision and inspection of all parts of the hospital and shall direct the care and treatment of the patients. He shall personally examine the condition of each patient within three days after his admission to the hospital, and shall see that every patient receives the care and medical treatment which is best adapted to secure his recovery.

SEC. 46. The board of managers shall, upon the nomination of the superintendent, appoint such resident officers as they may deem necessary for the efficient performance of the business of the hospital, and may remove any such officer for cause stated in writing, after affording him an opportunity to be heard. The cause of the removal shall be entered in the permanent record of the hospital. In the absence of the superintendent, the first assistant physician shall perform his duties and be subject to his responsibilities.

The superintendent shall establish and direct a training school for attendants and nurses. He shall see that records are kept concerning each patient, showing his name, age, previous residence, occupation, date of admission, by whom committed, previous history, in what condition received, mental state, bodily condition, and medical treatment, from time to time, in the hospital. Upon the death or discharge of such patient the circumstances thereof shall be entered on such record.

SEC. 47. The superintendent of the hospital may discharge any patient after filing in his office a written statement that, in his judgment, such patient has recovered, or not recovered, but that the discharge will not be detrimental or dangerous to the public welfare or injurious to the patient; provided that before discharging any patient who has not recovered, the superintendent shall satisfy himself, by an adequate investigation, that relatives or friends of the patient are willing and able to receive and care for such patient. No patient shall be discharged from the hospital without suitable clothing.

In the discretion of the superintendent, any patient, upon discharge, may be provided with transportation to the locality from which the patient came, or in which relatives or friends may then reside, and with an amount sufficient to purchase food for the journey, not to exceed ten dollars.

SEC. 48. The department of charities is authorized to collect from the estate of any person committed to the hospital, or from the parents or children of such patient, if they have sufficient means, an amount to cover the actual expense of the maintenance of such patient while in the hospital. To facilitate such collection, there shall be included in every paper hereafter executed for the commitment of an insane person a statement as to the approximate amount of property owned by said person, and the names and addresses of children or parents, if living, with such statement as to their financial condition as may be available. The department of charities is authorized to make such further inquiry as to the financial condition of such parents or children as it may deem advisable.

SEC. 49. The board of managers shall appoint a treasurer, who may or may not be of their number, and who, if not a member of the board, may receive a salary for his services, such salary to be regulated as are those of the other employees.

The treasurer shall—

(*a*) Receive and have the custody of all moneys belonging to or appropriated to the institution.

(*b*) Pay the salaries of the officers and employees of the institution and all other disbursements of said institution, upon the order of the board of managers.

(*c*) Keep a full and accurate account of all receipts and payments, and such other accounts as may be required of him by the board of managers, and in such form as the board of managers may direct.

(*d*) Balance his books on the 1st day of each January, and make a statement thereof and an abstract of all receipts and payments during the preceding year, and within five days thereafter deliver the same to an auditing committee, to be appointed by the board of managers. They shall compare the same with his books and vouchers and certify as to the correctness thereof to the board of managers at their next meeting.

(*e*) Perform such other duties as the board of managers may direct.

SEC. 50. The observation of persons alleged to be insane will be made in the institutions designated in the royal decree of May 19, 1885, and their admission to such institutions, and their examination and treatment therein, will be in accordance with the provisions of said decree, as modified by civil order No. 21, issued by the governor of Habana, April 12, 1900, which is hereby extended to, and made applicable to the island of Cuba, except that said decree and order are hereby amended so as to limit the period of observation to thirty days. The physicians in charge of such observation shall, on or before the expiration of thirty days after admission of such patient, execute a certificate declaring such persons, in their opinion, to be not insane, or to be insane, but not in need of treatment and care in a hospital for the insane, or that such person is insane, and is in need of care and treatment in a hospital for the insane. The object of the hospital for the insane of Cuba being the curative treatment of insane persons, it is desirable that all persons becoming insane should, at the earliest possible date, receive treatment therein, and for this reason the period of observation shall, in no case, be extended beyond thirty days.

SEC. 51. For the admission of a person to the hospital for the insane of Cuba, or to any other institution for the care and treatment of persons who have been judicially declared to be insane, there shall be required the following:

1. An order executed by a court of competent jurisdiction committing such person to such institution for treatment and care. Such commitment shall not be for a definite term.

2. A verified petition addressed to said court asking for such commitment and stating that the petitioner is the nearest relative of the person alleged to be insane, or, if there are nearer relatives, that they are absent or are unwilling or unable to exe-

cute such petition; and also that the petitioner is not a relative, within the fourth civil degree, of either of the physicians who executed the accompanying certificate. When the nearest relative of any person who is apparently insane, shall neglect or refuse to make such application, the alcalde of the municipality in which such person resides shall make such application.

3. A certificate executed within five days preceding the date of such order by two physicians stating that they have, within the preceding ten days, jointly examined the person mentioned in the petition, and that, in their opinion, such person is insane and is in need of treatment and care in a hospital for the insane, and that they are not related to the petitioner or to the alleged insane person within the fourth civil degree. Such certificate shall contain a statement of the facts and circumstances upon which such opinion is based and must be certified by the subdelegate of medicine of the district, or by an alderman or delegate of the sanitary department, in case the subscribing physicians belong to the medical municipal board.

Sec. 52. When any such order is issued by a court, the authorities of the municipality within which the person referred to in such order resides, shall provide such person with clean and comfortable clothing, and shall, at the expense of the municipality, provide for transportation forthwith, under proper escort, to the hospital for the insane of Cuba, unless, at the request of the petitioner, said person has been committed by said court to some other institution for the insane, to be supported therein by the petitioner at his own expense, when such transfer shall be made at the expense of the petitioner.

Sec. 53. The superintendent of the hospital for the insane of Cuba is hereby authorized to receive and retain in such institution any person duly committed thereto in the manner herein authorized, and who is accompanied by the order, petition, and certificate herein provided for. The department of charities is hereby authorized to prescribe forms for such order, petition, and certificate, and after such forms have been prescribed and forwarded to the appropriate authorities, commitments shall be made exclusively upon such forms.

Sec. 54. Civil Order No. 57, issued February 9, 1900, and Civil Order No. 158, issued April 14, 1900, are hereby revoked.

Sec. 55. In case any relative or friend of an inmate of such hospital shall believe that any patient is improperly retained therein, such relative or friend may apply to the judge of first instance in whose district the hospital is situated for the discharge of the patient in question. The judge will, before acting upon the request, call upon the superintendent of the hospital for an immediate report of the patient's condition. In case the superintendent recommends the discharge of the patient, the judge will grant the appeal. In case the superintendent recommends the retention of the patient the judge is authorized to deny the appeal, or if he have any doubt upon the subject, he will cause the patient to be examined by two competent physicians, who will report in writing, setting forth the condition of the patient and their recommendation as to whether it is proper or safe that he should be released or retained. If their recommendation is that the patient should be retained the judge will deny the appeal for release.

Sec. 56. The relative or friend may, at any time after one week subsequent to the date of such application for the patient's release, submit a final appeal to the secretary of state through the board of charities, which board shall investigate the case and submit their report and recommendations to the secretary of state and government, who shall then finally decide the matter. His decision shall be binding upon the authorities of the hospital.

Sec. 57. Any person who is confined in any prison or jail upon conviction of a crime or misdemeanor, and who becomes insane, may be committed to the hospital for the insane of Cuba by any court of competent jurisdiction, upon a certificate of two physicians executed as provided in section 51 of this decree. Such commitment shall include a statement of the offense for which such person was convicted, the term for which he was committed, and the date upon which such term will expire. If such person be discharged from such hospital before the date of the expiration of the term of imprisonment, he shall be returned by the superintendent of said hospital to the jail or prison from which he was received.

Article IV.—*Concerning hospitals.*

Sec. 58. Hospitals for the care of the destitute sick shall remain under the charge of municipalities, boards of managers, or other lawful authorities, as now provided by law, except as otherwise provided in this decree. The destitute sick who become subjects of public support shall be a charge upon the local authorities throughout the island.

Appropriations from the insular treasury in aid of hospitals will be discontinued at the earliest practicable date. Boards of managers of hospitals shall continue to be appointed according to the provisions of laws and decrees now in force, except as otherwise provided in this decree. The board of managers of a hospital under the control of a municipality shall be appointed by the alcalde, and he shall be ex officio a member of such board. Whenever, after the date of this decree, a vacancy shall occur in the membership of a board of managers of a district hospital, an appointment to fill the vacancy shall be made by the alcalde in whose municipality the hospital is situated.

SEC. 59. The department of charities may, in its discretion, whenever it is convinced that the interests of any district hospital would be promoted thereby, discontinue such hospital as a district hospital, and assign it to the municipality in which such hospital is situated. The alcalde of such municipality shall thereupon appoint a board of managers for said hospital, and such municipality shall provide such sums as may be necessary for its maintenance and support. Any municipality, upon proof satisfactory to the department that it is able to provide suitable grounds and buildings, and to properly equip, maintain, and conduct, without aid from the state, a hospital for the care of the destitute sick, may, upon the written approval of the department of charities, and after the approval of the plans of the buildings for such hospital by said department, establish such hospital. Any municipality which has no municipal hospital and which is located in a judicial district which has no district hospital, may send destitute sick persons to the nearest or most accessible municipal hospital which is of sufficient capacity to receive such patients, and such municipal hospital shall receive such patients and collect from the municipality sending them the cost of their support and maintenance so long as they remain in such hospital. Whenever in any municipal hospital there are patients from some other municipality, and the quarters occupied by such patients are needed by the municipality conducting the hospital for the care of the patients residing in such municipality, due notice shall be given by the alcalde to the alcalde of the municipality from which the patients not residing in the municipality in which the hospital is situated were received; whereupon the alcalde of the municipality from which such patients were received shall make provision for their removal and treatment elsewhere. Municipalities may make a reasonable and proper allowance for the support and treatment in hospitals wholly or partly under private control of persons accepted by the alcalde as proper public charges. Before accepting any such person as a public charge, the alcalde shall satisfy himself by an investigation, the result of which shall be reduced to writing and placed on file in his office, that such person is destitute, and that none of the persons legally liable for his support are able to maintain him.

ARTICLE V.—*Concerning homes for the aged.*

SEC. 60. Destitute aged persons shall be provided for by their children or grandchildren, unless such children or grandchildren are unable to provide for their support. Destitute aged persons whose children and grandchildren are unable to provide for their support, and whose support is not voluntarily assumed by some relative or friend, or by a private charitable institution at its own expense, may be supported by the municipalities in which such destitute aged persons reside, in any municipal or private institution for the care of the aged. No home for the aged shall be established by any municipality, except with the written consent of the department of charities, and after the approval of the plans for such buildings by the department. Appropriations from the insular treasury in aid of institutions for the care of aged persons shall be discontinued on December 31, 1900.

SEC. 61. Appropriations of municipal funds to institutions wholly or partly under private control for the support of destitute aged persons shall be made in the form of a per capita payment for the maintenance of persons accepted as proper public charges by the alcalde. Before any person shall be so accepted, the alcalde shall satisfy himself, by an adequate investigation, the result of which shall be reduced to writing and placed on file in his office, that such person is destitute and that none of the persons legally liable for his support are able to maintain him. The department of charities shall collect statistics each year, showing the number of destitute persons supported by municipalities, and if, in its judgment, the number of persons so supported shall increase beyond what is necessary and proper, said department may, with the approval in each instance of the military governor, establish such rules and regulations concerning the acceptance of destitute aged persons as proper public charges by alcaldes as it may deem necessary.

ARTICLE VI.—*General powers and duties of the department of charities.*

SEC. 62. The department of charities shall secure from each state, district, municipal, private, or other charitable institution an annual report. Such report shall include a statement of the income of such institution and the sources from which received, the expenditures, and purposes for which the funds were expended, the number of inmates received, from whom received, the number of inmates discharged, and the disposition made of them, and such other information as the department may deem desirable. All officers of such institutions shall furnish such statistics on or before the 1st day of February of each year for the preceding calendar year. Such statistics shall be made out in such form and manner as the department may prescribe. Every official refusing to furnish such information, without satisfactory excuse, shall be subject to a penalty of $100. The department may require from any charitable institution such additional reports or information as it may deem desirable. It shall include in its annual report such statistics and other information received through these reports as it may deem advisable.

SEC. 63. The term "charitable institution," as used in this decree, shall include all hospitals, except those under the care of the health authorities, sección de higiene, orphan asylums, and institutions for destitute children, juvenile reformatories, homes for the aged, hospitals for the insane, and all other institutions and societies organized for, or whose principal business is the support or assistance of persons who are unable to support or care for themselves.

SEC. 64. The department shall, through its members, officers, or inspectors duly appointed by it for that purpose, inspect every charitable institution in the island, whether state, district, municipal, private, or otherwise, at least once every six months. A written report of every such inspection shall be filed in the office of the department, and a copy of the whole, or of such portions of the report as the department may deem advisable, shall be forwarded to the governing body of the institution inspected. The members, officers, and duly appointed inspectors of such board shall have full access to the grounds, books, and papers of every such institution, and may require from the officers and persons in charge thereof any information which they may deem necessary in order to enable them to make a thorough inspection. No such officer or inspector shall communicate to any person without the knowledge and consent of the department any facts or information obtained pursuant to the provisions of this decree, except as herein provided. On such inspections, inquiries shall be made to ascertain:

1. Whether the objects of the institution are being accomplished.
2. Whether the grounds and buildings are in a sanitary condition.
3. Whether the methods of industrial, educational, and moral training are adapted to the needs of the inmates.
4. Whether the methods of government and discipline are humane and efficient, and whether the inmates are kindly treated.
5. Whether the qualifications and conduct of its officers and employees are satisfactory.
6. Whether the provisions of law relating to such institutions are fully complied with.
7. Whether proper records are kept concerning the reception, retention, and discharge of inmates.
8. Whether proper records are kept of the receipts of the institution and of its expenditures, and whether the latter are economically and honestly made.
9. Whether proper records are kept of all property bought by, supplied to, or belonging to, the institution.
10. Any other matters which the department may deem advisable.

SEC. 65. The department may, by a committee of one or more of its members, investigate the affairs and management of any institution subject to its inspection, and the committee appointed to make such investigation shall have power to issue compulsory process for the attendance of witnesses and the production of papers, to administer oaths, and to examine persons under oath.

SEC. 66. If it shall appear from any inspection or investigation, that the inmates of any institution are cruelly, negligently, or improperly treated, or that inadequate provision is made for their sustenance, clothing, shelter, care, treatment, or other condition necessary to their comfort and well-being, said department shall, by written communication, call the attention of the directors, manager, or other governing authority of such institution, to such evils, defects, or abuses.

SEC. 67. If such evils, defects, or abuses are not corrected within such period of time as the department may consider to be reasonable, the department shall prepare an order directing the correction of such evils, defects, or abuses, which order, if approved by the military governor, after a reasonable notice to the institution with a copy of the proposed order and an opportunity for a hearing thereon, shall have the force of a decree.

SEC. 68. All appropriations made on and after August 1, 1900, by the state in aid of district, municipal, or private charitable institutions, shall be first considered by the department of charities. All applications from such institutions for aid, either for buildings, repairs, maintenance, clothing, salaries, equipment, or other purposes, shall be made to the department of charities, or, if made to any other official, shall be referred forthwith to that department. On or before the 20th day of each month the department of charities shall submit to the military governor a statement of all applications made to or through that department for aid from the general treasury, and of the recommendation of that department in regard to each of such requests. The department will be notified on or before the fifth day of the succeeding month of the action taken by the military governor upon each of such recommendations.

SEC. 69. The department of charities shall submit an annual report to the military governor containing a brief statement of the results of its inspections and investigations, a detailed statement concerning the work of the bureau for placing children in families, and other matters directly under the oversight of the department, statistical information in regard to the numbers of children and adults supported in the various charitable institutions in the island, the receipts and expenditures of such institutions, and such other information as it may deem desirable.

SEC. 70. Upon the request of the superintendent of the training school for boys, or of the superintendent of the training school for girls, the department shall have authority to transfer any inmate from either of such schools, to the reform school for boys or the reform school for girls, according to its sex, if, in its opinion, satisfactory evidence is shown that such child is in need of disciplinary or reformatory treatment, which can not be afforded in the training school.

SEC. 71. The department may make such provision for the care and training of blind and of deaf children, and of other physically or mentally defective children, as from time to time may be found to be advisable, and for which an appropriation shall have been authorized.

SEC. 72. To secure uniformity of method in the administration of public charity, and to prevent duplication of work, all the authorities, powers, and duties in relation to charitable institutions, which have been imposed upon, or delegated to, the department of state and government, under or pursuant to the provisions of the Spanish royal decree of the 27th of April, 1875, as modified by the decree of the 27th of June, 1881, and made applicable to the island of Cuba by the decree of the 14th of January, 1887, commonly known as the Beneficencia law, and under the provisions of the civil order issued by the military governor on the 24th of February, 1899, are hereby transferred to and imposed upon the department of public charities created by this decree.

ARTICLE VII.—AMENDMENT OF CIVIL CODE.

SEC. 73. The civil code is hereby amended to read as follows:

Article 156 of said code is amended by striking out the second paragraph of said article.

ARTICLE VIII.

SEC. 74. This decree shall take effect August 1, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 272.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Article XVI, Order No. 213, series of 1900, these headquarters, is hereby modified to read as follows:

Whether the offense charged is a delito or a falta the arrest may be made on any day, and at any hour of the day or night.

J. B. HICKEY,
Assistant Adjutant-General.

No. 273.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 7, 1900.

The military governor of Cuba directs me to announce the following appointment and resignation: To the secretary of justice of the island of Cuba, Raymón de Meza y Suarez Inclan, vice Alfredo Zayas y Alfonso, resigned; said appointment to date from July 5, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 274.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order modifying Civil Order No. 250, current series:

I. All alcaldes are hereby instructed to take the steps necessary to renew the leases of buildings and rooms occupied for school purposes during the past year. Renewed leases should be for two years, the government reserving the right to terminate the lease at any time after thirty days' notice. Each alcalde is authorized to lease the same number of buildings or rooms as were leased during the past year, and if more are needed, a specific request will be made in each instance for authorization to lease them, stating the amount to be paid and submitting a brief description of the building.

II. In renewing the leases the rates paid during the past year shall not be exceeded without special authority, and it is believed that in many instances the buildings may be secured for a lower rental, the officers of hacienda in some districts having reported that the amount of rent paid is excessive. In case more desirable buildings than those occupied last year can be secured for the same rental, alcaldes are authorized to secure them in place of those formerly occupied.

The purpose of the two years' lease is to avoid the taking up and removal of the school furniture from one building to another at the end of each year, as this change of furniture is destructive and expensive.

III. In selecting buildings for schoolhouses the greatest care should be exercised to obtain buildings which are sanitary and well lighted, and have near them or attached to them the necessary outbuildings or water-closets.

IV. All alcaldes are requested to exercise the greatest diligence, care, and economy in the selection of these houses for school purposes, as the necessary outlay for schools during the coming year will be very heavy, and it is necessary to make all economies which are consistent with obtaining proper buildings.

J. B. HICKEY,
Assistant Adjutant-General.

No. 275.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. In cases wherein the municipal courts remain vacant through the resignation or inability to serve of the judges elected thereto June 16, 1900, the respective ayuntamientos shall freely appoint judges to said courts.

II. Municipal judges who were appointed June 16, 1900, shall take possession of office within fifteen days following the publication of this order in the Gazette, and those appointed by the ayuntamientos, by virtue of the preceding article, shall take possession within fifteen days following their appointment. Failure to comply with the above within the period specified shall be considered a resignation.

III. After taking possession the first time, the municipal judges shall be subject to the provisions of articles 496 and 497 of the digest of January 5, 1891.

J. B. HICKEY,
Assistant Adjutant-General.

No. 276.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. On and after August 1, 1900, two positions of official interpreter shall be established in the city of Habana, with an annual salary of $900, United States currency, each; one to be attached to the first district correctional court and the other to the second district correctional court.

II. The secretary of justice shall provide for said offices, appointing thereto persons who have the necessary qualifications.

J. B. HICKEY,
Assistant Adjutant-General.

No. 277.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs that a dispensary for destitute patients be established in this city under the following rules:

I. The object of the institution is to give gratuitous surgical and medical assistance to the sick poor who do not require hospital treatment.

II. The material support of the institution shall be for account of the bureau of charities of the department of state and government.

III. The professional services will be rendered by the physicians without any compensation other than the clinical experiences gained thereby.

IV. The professional direction and general management will be in charge of a board of directors appointed by the secretary of state and government, and shall be composed principally of the attending physicians.

V. The only salaried positions shall be those of janitor and servant.

VI. The department of state and government will set forth the regulations and estimates by which this institution shall be governed, and will also give rules relative to the appointment of the personnel needed.

J. B. HICKEY,
Assistant Adjutant-General.

No. 278.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 11, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. The paragraphs of order 266, on page 25, volume 2 of the Official Gazette, having reference to the appointment of a board of inspectors for the university, are hereby modified to read as follows:

The board shall consist of eleven members, as follows: Three members ex officio, namely, the president of the Academy of Sciences of Habana, the president of the Sociedad Economica, the president of the supreme court; two members delegated by the university faculty, but not belonging thereto; two members delegated from the six institutes of the island, but not belonging to any of them; one member appointed by the Association Estudios Clínicos of Habana; one member appointed by the Bar Association of Habana; two members appointed by the government from among persons distinguished for their knowledge or artistic attainments. Four of the eight members shall be elected every three years. They shall hold office six years.

J. B. HICKEY,
Assistant Adjutant-General.

No. 279.

HEADQUARTERS DIVISION OF CUBA,
Habana, June [sic] c30, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following regulations for the public schools of the island of Cuba:

COMMISSIONER OF PUBLIC SCHOOLS.

1. Commissioner the chief executive officer.—There shall be a chief executive officer for the public schools of the island, to be appointed by the military governor, and to be known as the commissioner of public schools, and in the performance of his duties as such he shall be guided by this order, and by such rules and orders as may be promulgated hereafter by the military governor or the secretary of public instruction.

2. Duties of commissioner.—It shall be the duty of the commissioner of public schools to see that all orders and instructions from the proper authority pertaining to the public schools of the island are rigidly and impartially enforced. He shall make annually, to the secretary of public instruction, a report of the public schools of the island, which shall contain an abstract of the reports herein required to be made to him, and such other information as he may deem valuable; and he shall make such special reports as may be required by the military governor or secretary of public instruction. It shall be his further duty to superintend the building of schoolhouses throughout the island, and direct the purchase and disposition of such supplies as the military governor may authorize.

BOARD OF SUPERINTENDENTS.

3. Composition of the board.—There shall be a superintendent of the public schools of the island, to be appointed by the military governor upon the recommendation of the secretary of public instruction, and to be known as the island superintendent of public schools, who shall be assisted in each province in the performance of his duties by an assistant to be appointed in the same manner as the island superintendent, and to be known as the provincial superintendent of public schools; the island superintendent as president, with the provincial superintendents as members, shall constitute a board of superintendents for the public schools of the island.

4. Duties of board and individual superintendents.—Each provincial superintendent is the assistant and agent of the commissioner of public schools in the general government and management of the public schools of the island. The board of superintendents shall fix upon and introduce proper methods of teaching in the public schools of Cuba, and shall select text-books and arrange the courses of studies for the different grades of public schools throughout the island; and in all schools of the island which are of the same grade the same text-books and the same courses of studies shall be used.

4a. Sessions of the board of superintendents.—The board of superintendents shall hold regular sessions on the first Monday of October and March at such places within the island as they may deem desirable, and may adjourn from time to time or hold special meetings at other times or places within the island as it deems desirable for the transaction of business, which special meetings may be called by the president of the board of superintendents.

CLASSIFICATION OF DISTRICTS.

5. Classes of school districts.—The island is hereby divided into school districts to be styled, respectively, city districts of the first class, city districts of the second class, and municipal districts.

6. City districts of first class.—Each city of the island having a population of 30,000 or more by the last preceding census of the island shall constitute a city district of the first class. Under this paragraph the following cities are announced as forming city districts of the first class: Habana, Santiago, Matanzas, Cienfuegos, and Puerto Principe.

7. City districts of the second class.—Each city having a population of more than 10,000 and less than 30,000 by the last preceding census of the island shall constitute a city district of the second class. Under this paragraph the following cities are announced as forming city districts of the second class: Cardenas, Manzanillo, Guanabacoa, Santa Clara, Sancti-Spiritus, Regla, Trinidad, and Sagua la Grande.

8. Municipal districts.—Each organized municipality, exclusive of any of its territory included in a city district, shall constitute a school district, to be styled a municipal district.

CITY DISTRICTS OF THE FIRST CLASS.

9. *Board of education.*—The board of education in city districts of the first class shall consist of a school council and a school director.

10. *School council.*—The legislative power and authority shall be vested in the school council, which shall consist of seven members to be elected by the qualified electors residing in such district, and no two members of the council shall be residents of the same ward.

11. *School council election and term.*—The first election for such council shall be held on the same day as the annual municipal elections in 1901, at which election three members of the council shall be elected for a term of two years, and their successors shall be elected at the annual municipal election for 1903 and biennially thereafter, and four members of the council shall at such election in 1901 be elected for a term of one year, and their successors shall be elected at the annual municipal election of 1902 for a term of two years and biennially thereafter, and all members of the council shall serve until their successors are elected and qualify.

President and clerk.—The council shall organize annually by choosing one of their members president, also a clerk, who shall not be a member thereof, and who shall receive a salary to be fixed by the council, which shall not exceed $1,500 per year.

11a. *Appointment of first board of education.*—The school director and the school council provided for in paragraph 9 shall be appointed by the governor from candidates recommended to him by the secretary of public instruction immediately after the publication of this order in the official gazette, to serve until their successors have been elected and duly qualified as provided for in paragraphs 11 and 16.

12. *Resolutions of the council.*—Every legislative act of the council shall be by resolution. Every resolution involving an expenditure of money or approval of a contract for the payment of money, shall, before it takes effect, be presented, duly signed by the clerk, to the school director for approval.

Director's approval.—The director, if he approves such resolution, shall sign it, but if he does not approve it, he shall return the same to the council at its next meeting, with his objections, which objections the council shall cause to be entered upon its journal, and if he does not return the same within the time above limited, it shall take effect in the same manner as if he had signed it; provided, that the director may approve or disapprove the whole, or any items or part of any resolution appropriating money; and further provided, that any item disapproved shall have no bearing or connection with any other part of such resolution.

Passage over director's veto.—When the director refuses to sign any such resolution or part thereof, and returns it to the council with his objections, the council shall forthwith proceed to reconsider it; and, if the same is approved by the vote of two-thirds of all the members elected to the council, it shall then take effect as if it had received the signature of the director; and in all such cases votes shall be taken by yeas and nays, and entered on the record of the council.

13. *Teachers and employees.*—The council shall provide for the appointment of all necessary teachers and employees and prescribe their duties and fix their compensation.

14. *School director; election and powers.*—The executive power and authority shall be vested in the school director, and in the performance of his duties as chief executive officer he shall be guided by this order, and by such rules and orders as may be promulgated by proper authority, and by the resolutions of the council. He shall be elected by the qualified electors of the districts.

15. He shall devote his entire time to the duties of his office, and shall receive an annual salary of $2,000, payable monthly; and before entering upon the discharge of the duties of his office shall give bond, to be approved by the board, for the faithful performance thereof, in the sum of $5,000, which bond shall be deposited with the clerk within ten days from date of election and preserved by him. The director shall report to the council annually, or oftener if required, as to all matters under his supervision; he shall attend all meetings of the council, and may take part in its deliberations, subject to its rules, but shall not have the right to vote, except in case of a tie.

16. *First election and term.*—The first election for such director shall be held on the same day as the annual municipal election of 1901, and his successor shall be elected at the time of the annual municipal election for 1903 and biennially thereafter. Any director shall serve until his successor is elected and qualified.

17. *Vacancies.*—In case of any vacancy in the office of school director or member of the council, the council may, by the votes of the majority of all the members elected, fill such vacancy until the next annual municipal election, when the same shall be filled by election for unexpired term.

18. *Superintendent of instruction.*—The council shall appoint a superintendent of instruction, who shall remain in office during good behavior, and the council may at any time, for sufficient cause, remove him; but the order for such removal shall be in writing, specifying the cause therefor, and shall be entered upon the records of the council.

Powers and duties.—The superintendent of instruction shall have the sole power to appoint and discharge, with the approval of the council, all assistants and teachers authorized by the council to be employed, and shall report to the council in writing quarterly, and oftener if necessary, as to all matters under his supervision, and may be required by the council to attend any or all of its meetings; and except as otherwise provided in this order, all employees of the board of education shall be appointed or employed by the school director.

19. *Warrants for money.*—The clerk of the board shall issue all warrants for the payment of money from the school funds, but no warrant shall be issued for the payment of any claim until such claim is approved by the school director, except the pay roll for assistants in school, work, and teachers, which shall be approved by the superintendent of instruction.

20. *Liability of clerk and sureties.*—If the clerk shall draw a warrant for any claim contrary to law, he and his sureties shall be individually liable for the amount of the same.

21. *Clerk's reports.*—The clerk shall submit to the council quarterly, and oftener if required by it, a report of the account of the board, verified by his oath, exhibiting the revenues, receipts, disbursements, assets, and liabilities of the board, and the manner in which the funds have been disbursed.

22. *Contracts.*—All contracts involving more than $250 in amount shall be in writing, executed in the name of the board of education by the school director and approved by the council.

23. *Conduct of elections.*—The election provided for in paragraph 11 shall be conducted by the judges and clerks of the municipal elections and in compliance with the same law or laws covering such elections.

24. *Meetings of the board of education, regular and special.*—The board of education shall hold regular meetings once every two weeks, and may hold such special meetings as it may deem necessary. It may fill all vacancies that occur in the board until the next annual election, and may make such rules and regulations for its own government as it may deem necessary; but such rules and regulations must be consistent with this order.

CITY DISTRICTS OF THE SECOND CLASS.

25. *Board of education.*—In city districts of the second class, the board of education shall consist of six members, who shall be judicious and competent persons with the qualifications of an elector therein, and shall be elected by ballot at the annual municipal election in 1901 by the qualified electors of the city.

Elections.—Those elected shall be divided, upon the fifteenth day thereafter, by lot, into three equal classes: the members of the first class shall serve for one year, the members of the second class for two years, and the members of the third class for three years. All elections of members for the board of education thereafter shall be held at the regular municipal election annually, and all members shall serve until their successors are elected and qualified.

26. *Judges of election.*—The election for members of the board of education in city districts of the second class shall be held by the same judges and clerks provided for the municipal election, and returns of such election, duly certified as in other cases, shall be made within five days to the clerk of the board of education of any such city.

27. *First board of education.*—Upon receipt of this order, mayors of cities that constitute city districts of the second class shall appoint the five members of the board of education, who shall elect one of their members president of the board. The board so constituted shall be the board of education for such city district of the second class until the election and qualification of the board of education as provided for in the preceding paragraph.

28. Upon the appointment and qualification of the board of education provided for in the preceding paragraph for such city district of the second class, and upon the election and qualification of the board of education provided for in paragraph 30, the board of education of the municipality in whose territory is situated the newly formed city district of the second class, shall be dissolved and cease to exist.

29. *Notice of election.*—The clerk of the board of education of each city district of the second class shall publish a notice of the election provided for in the preceding

paragraphs, in a newspaper of general circulation in the district, or post written notices of such election in five of the most public places in the district, at least ten days before the holding of the same, which notice shall specify the time and place of the election and the number of persons to be elected. At the first election for members of the board of education of any city district of the second class, the notice of election herein required shall be made by the then existing board of education.

30. The board of education shall hold regular meetings once every two-weeks, and may hold such special meetings as it may deem necessary. It may fill all vacancies that occur in the board until the next annual election and may make such rules and regulations for its own government as it may deem necessary, but such rules and regulations must be consistent with this order. It shall organize annually by choosing one of its members president.

31. Municipal board of education.—The board of education of each municipal district shall consist of the mayor of the municipality, who shall be president of the board, and one director elected for a term of three years from each subdistrict; provided that if the number of subdistricts in any municipal district exceeds 15, the board of education shall consist, exclusive of the president, of those directors who have one or two years still to serve; and that if the number of subdistricts exceed 24, the board of education shall consist, exclusive of the president, of those directors who have but one year to serve. The director of each subdistrict is the representative of the inhabitants of that subdistrict in educational matters, and, if not a member of the board of education, shall represent to the board in writing, the wants of his subdistrict.

32. Election and qualification of directors.—There shall be elected, by ballot, as soon as possible after paragraph 37 of this order has been complied with in each subdistrict, by the qualified electors thereof, one competent person, to be styled director. These directors shall meet at the office of the mayor of the municipality, and shall be divided, upon the third Saturday after such election, by lot, into three classes, as nearly equal as possible. The directors of the first class shall serve for the term of one year, the directors of the second class for two years, and the directors of the third class for three years. All elections of directors thereafter shall be held on the last Saturday of April, annually, and all directors shall serve until their successors are elected and qualify.

33. Notice of election.—The director of each subdistrict where the election may occur shall post written or printed notices in three or more conspicuous places of his subdistrict at least six days prior to the date of election, indicating the day and hour of opening and the hour of closing the election, and the place where such election is to be held. The election shall, when practicable, be held at the schoolhouse in the subdistrict.

Judges of election.—The meeting shall be organized by appointing a chairman and secretary, who shall act as judges of the election, under oath or affirmation, which oath or affirmation may be administered by the director of the subdistrict or any other person competent to administer such an oath or affirmation; and the secretary shall keep a poll book and tally sheet, which shall be signed by the judges and delivered within five days to the mayor of the municipality.

Notice at first election.—At the first election for directors of subdistricts, provided for in paragraph 32, the notices of election herein required shall be posted in the different subdistricts by the now existing board of education, and the oath or affirmation herein required to be administered may be administered by any elector present.

34. Regular and special meetings.—The board of education shall hold regular sessions on the second Saturday of May, July, September, November, and January, at the office of the mayor of the municipality, for the transaction of business, and may adjourn from time to time or hold special meetings at any other time or place within the township as it deems desirable for the transaction of business; each special meeting may be called by the clerk of the board, by the president of the board, or by two or more members of the board, but each member of the board must be duly notified thereof personally or by written notice left at his residence or usual place of business.

35. Maps of township district.—A map of each township district shall be prepared by the board, as it may be necessary, in which shall be designated the numbers and boundaries of the subdistricts thereof. The board may, at any regular session, increase or diminish the number or change the boundaries of subdistricts, but any increase in the number of subdistricts in any municipality will be subject to the approval of the provincial superintendent.

36. Election in new subdistricts.—When the board consolidates two or more subdistricts into a new subdistrict, or establishes a new subdistrict in any other way, it shall call a special meeting of the qualified electors resident in the new subdistrict for the purpose of electing one director for the same. Notice shall be given of such election, and the election shall be conducted as provided in this order, and a director shall be elected to serve the term which shall render the classes of directors most equal from the annual meeting on the second Saturday of May next preceding the organization of the new subdistrict, and the terms of office of the directors of subdistricts so consolidated shall expire at the time such new subdistrict is created.

REORGANIZATION OF DISTRICTS.

37. *Division into subdistricts.*—The board of education of each municipal district provided for in Order No. 226 shall at once divide its municipal district, exclusive of whatever territory may be comprised in a city district of the first or second class, into subdistricts. No subdistrict shall contain less than 60 resident scholars by enumeration, except in cases where, in the opinion of the board, it is absolutely necessary to reduce the number. The division shall be so made that the number of teachers shall not be increased over that employed at the time this order is received.

38. *Number of schools in a subdistrict.*—No subdistrict shall be without at least one school, open to children of both sexes, or if not such a mixed school, then at least two schools, one for boys and one for girls. In rural subdistricts it is preferable to have but one mixed school to a subdistrict. In cities of either the first or second class subdistricts may have one or more schools for girls, and one or more for boys. Schools of any subdistrict shall be in the same building, unless this is absolutely impossible, in which case they shall be as near together as possible.

39. *Designation of subdistrict.*—Subdistricts of any school district, city or municipal shall be designated by the numerals, 1, 2, 3, etc., consecutively, and hereafter when officially referring to any school district, it shall be as follows:

Subdistrict No. ——— ———, municipality or city of ——— ———, province of ——— ———.

40. *Map of municipal district.*—As soon as possible after the completion of the reorganization herein directed, each board of education will have prepared a map of its municipality, showing the approximate boundaries of school districts therein. A copy of this map shall be posted at all times in each schoolhouse of the district, together with a list of unmarried youth of school age in the subdistrict. One copy of this map shall be sent to the commissioner of public schools and one to the provincial superintendent as soon as completed.

THE CLERK.

41 *Bond of clerk.*—The clerk of each board of education shall execute a bond, in an amount and with surety to be approved by the board, payable to the treasurer of the island of Cuba, conditioned that he shall perform faithfully all the official duties required of him; which bond shall be deposited with the president of the board, and a copy thereof, certified by the president of the board, shall be filed with the provincial superintendent and commissioner of public schools.

42. *When orders to clerk for teacher's pay illegal.*—It shall be unlawful for the clerk of the board to draw an order on the proper disbursing officer for the payment of a teacher for services until the teacher files with him such reports as may be required by the commissioner of public schools, a legal certificate of qualification, or a true copy thereof, covering the entire time of the service, and a statement of the branches taught; all of these documents must be carefully filed by the clerk and handed over to his successor in office.

43. *Annual statistical report of board of education.*—The clerk of each board shall prepare the annual report of the expenditures of school money in his district, and a statistical statement in reference to the schools required of the board by paragraph 47, and transmit the same to the provincial superintendent on or before the last day of August.

44. *Publication of expenditures for school purposes.*—The board of education of each district shall require the clerk of the board annually, ten days prior to the election for members of the board and directors of subdistricts, to prepare and post at the place or places of holding such elections, or publish in some newspaper of general circulation in the district, an itemized statement of all money expended for school purposes in the district within the school year last preceding.

45. *Clerk to deliver books, etc., to successor.*—Each clerk shall, at the expiration of his term of office, deliver to his successor all books and papers in his hands relating to the affairs of his district, including certified copies thereof, and reports of school statistics filed by teachers.

46. *How clerk shall keep accounts.*—The provincial superintendent of each province shall furnish to the clerk of each school board in his province a suitable blank book,

made according to the form prescribed by the commissioner of public schools, in which shall be kept a record of the school funds of his district, giving amounts expended and for what purposes.

REPORTS.

47. *Annual report of board of education.*—The board of education of each district shall make a report to the provincial superintendent, on or before the last day of August of each year, containing a statement of the expenditures of the board, the number of schools sustained, the length of time such schools were sustained, the enrollment of pupils, the average monthly enrollment, and average daily attendance, the number of teachers employed and their salaries, the number of schoolhouses and schoolrooms, and such other items as the commissioner of public schools may require.

48. *In what form to be made.*—The report shall be made on blanks which shall be furnished by the commissioner of public schools to the provincial superintendent, and by the provincial superintendent to each clerk of school boards in his province, and each board of education, or officer or employee thereof, or other school officer in any district or province, shall, whenever the island superintendent so requires, report to him direct upon such blanks as he shall furnish, any statements or items of information that he may deem important or necessary.

49. *Reports by principals and teachers.*—Boards of education shall require all teachers and principals to keep the school records in such manner that they may be enabled to report annually to the provincial superintendent, as required by the provisions of this order, and may withhold the pay of such teachers as fail to file with the clerk reports required of them. The board of education of each city district shall prepare and publish annually a report of the condition and administration of the schools under its charge, and include therein a complete exhibit of the statistical affairs of the district.

50. *Duty of provincial superintendent as to school report.*—The provincial superintendent of each province shall, on or before the 20th day of September, annually, prepare and transmit to the island superintendent an abstract of all the returns of school statistics made to him from the several districts in his province, according to the forms prescribed by the commissioner of public schools and such other facts as the commissioner of public schools may require. He shall also cause to be distributed all such orders, circulars, blanks, and other papers in the several school districts of the province as the island superintendent may lawfully require. The provincial superintendent shall also be liable on his bond for any such neglect, in a sum not less than $300 nor more than $1,000, on complaint of the commissioner of public schools.

51. *When provisional superintendent to appoint person to make reports.*—Upon the neglect or failure of a clerk of a board of education of any district to make the reports required herein, and by the time specified, the provincial superintendent shall appoint some suitable person, resident of the district, to make such reports, who shall receive the same compensation therefor, and in the same manner, as is allowed herein for like service; and before an order for the pay of clerk shall be made he shall present to the board a statement, officially signed and certified by the provincial superintendent, that he has returned all the reports of statistics for the year required by this order.

PROVISIONS APPLYING TO ALL SCHOOL BOARDS.

52. *Status, powers and duties.*—Boards of education of all school districts organized under the provisions of this order shall be, and they are hereby, declared to be bodies politic and corporate, and as such capable of suing and being sued, contracting and being contracted with, acquiring, holding, possessing, and disposing of property, both real and personal, and of exercising such other powers and having such other privileges as are conferred by this order.

53. *How property may be disposed of.*—When a board of education authorized so to do decides to dispose of any property, real or personal, held by it in its corporate capacity, exceeding in value $350, it shall sell the same at public auction, after giving at least thirty days' notice thereof by publication in some newspaper of general circulation, or by posting notices in at least five of the most public places in the district to which such property belongs.

54. *What property the boards have title to.*—All property, real or personal, which has heretofore vested in and is now held by any board of education for the use of public or common schools in any districts is hereby vested in the board of educa-

tion provided for in this order, and having under this order jurisdiction and control of the schools in such district.

55. *School property exempt from taxation.*—All property, real or personal, vested in any board of education shall be exempt from tax and from sale on execution or other writ or order in the nature of an execution.

56. *Conveyance and contracts.*—All conveyances made by the board of education shall be executed by the president and clerk thereof. No member of a board shall have any pecuniary interest, either direct or indirect, in any contracts of the board or be employed in any manner for compensation by the board of which he is a member, and no contract shall be binding upon any board unless it be made or authorized to be made at a regular or special meeting of the board.

57. *Process against boards and how served.*—Process in all suits against a board of education shall be by summons, and shall be served by leaving a copy thereof with the clerk or president of the board.

58. *Tie vote to be decided by lot.*—In all cases of tie votes at an election for members of a board of education the judges of election shall decide the election by lot; and in other cases of failure to elect members of the board, or in case of a refusal to serve, the board shall appoint.

59. *Oath of members and other officers.*—Each person elected or appointed a member of a board of education, or elected or appointed to any other office under this title, shall, before entering upon the duties of his office, take an oath or affirmation to support the military government of the island of Cuba, and that he will perform faithfully the duties of his office, which oath or affirmation may be administered by the clerk or any member of the board, and no person shall be elected or appointed a member of a board of education who has not the qualification of an elector and is not able to read and write.

60. *Organization and selection of officers.*—Each board of education shall choose annually a clerk, who shall not be a member of the board, but shall be entitled to vote in case of a tie, excepting clerks of boards of education of city districts of the first class, and whose compensation shall be fixed by the board of education.

61. *Vacancies in board; how filled.*—Vacancies in any board of education arising from death, nonresidence, resignation, expulsion for gross neglect of duty, or other cause, which occur more than fifteen days before the next annual election, the board shall fill within ten days from the occurrence of the vacancy, until the next annual election, when a successor shall be elected to fill the unexpired term.

62. *Quorum; yeas and nays to be taken in certain cases.*—A majority of the board of education shall constitute a quorum for the transaction of business. Upon a motion to adopt a resolution authorizing the purchase and sale of property, either real or personal, or to employ a superintendent, teacher, janitor, or other employee, or to elect or appoint an officer or to pay any debt or claim, the clerk of the board shall call publicly the roll of all the members composing the board, and enter on the records required to be kept names of those voting "aye" and the names of those voting "no." If the majority of all the members of the board vote "aye," the president shall declare the motion carried; and upon any motion or resolution any member of the board may demand the yeas and nays, and thereupon the clerk shall call the roll, and record the names of those voting "aye" and those voting "no." In all cases except those which are declared to require a majority of all the members composing the board, a majority of the quorum is sufficient to pass a measure, and the roll need not be called unless demanded by a member of the board.

63. *Absence of the president or clerk.*—If, at any meeting of the board, either the president or clerk is absent, the members present shall choose one of their number to serve in his place pro tempore; and if both are absent, both places shall be so filled, but upon the appearance of either at the meeting, after his place has been so filled, he shall immediately assume the duties of his office.

64. *Record of proceedings and attestation thereof.*—The clerk of the board shall record the proceedings of each meeting in a book to be provided by the board for that purpose, which shall be a public record. The record of the proceedings at each meeting of the board shall be read at its next meeting, recorrected if necessary, and approved, and the approval shall be noted in the proceedings; and after such approval the president shall sign the record. and the clerk shall attest the same.

65. *Illegal meeting.*—The board of each district shall make such rules and regulations, not in conflict with the orders of higher authority, as it may deem expedient and necessary for its government and the government of its appointees and the pupils, and any meeting of a board of education not provided for by its rules or by this order shall be illegal unless all the members thereof have been notified as provided for in paragraph 33.

66. *Yearly estimate of expenses.*—Each board of education shall make annually, before the last day of August, on forms to be furnished for that purpose, a detailed

estimate of the probable expenses of the corresponding district for the school year next following, such estimate to be forwarded to the provincial superintendent.

67. *Rental and use of schoolhouses.*—The board of education of any district is empowered to rent suitable schoolrooms, but no lease of a schoolroom or building shall be made for a period exceeding one year. When in the judgment of any board of education it would be for the advantage of the children residing in any school district to hold literary societies, school exhibitions, normal school or teachers' institutes, the board of education shall authorize the opening of such schoolhouses for the purposes aforesaid, provided such action shall in no wise interfere with the public schools in such district.

68. *Illegal use of schoolhouses.*—Schoolrooms shall be secured in healthful localities, and shall be clean, well ventilated, and well lighted, and all rooms, buildings, or parts of buildings rented or assigned for school use shall be used exclusively for school purposes, and no teacher, janitor, or other person shall dwell therein.

69. *Sufficient schools must be provided.*—Each board of education shall establish a sufficient number of schools to provide for the free education of the youth of school age in the district under its control at such places as will be most convenient for the attendance of the largest number of such youth, and shall continue each and every day school so established thirty-six weeks in each school year, and each municipal board of education shall establish at least one primary school in each subdistrict under its control.[a]

70. *Schools at children's homes and orphan asylums.*—The board of any district in which a children's home or orphans' asylum is or may be established by law shall, when requested by the directors of such children's home or orphans' asylum, establish in such home or asylum a separate school, so as to afford to the children therein as far as practicable the advantages and privileges of the common-school education; all schools so established in any such home or asylum shall be under the control and management of the directors of such institution, which directors shall in the control and management of such schools as far as practicable be subject to the same laws that boards of education and other school officers are who have charge of the common schools of such district, and the teacher of any such school so established shall make all reports required by this order as any other teacher of the district and to the same officers.

71. *Evening school.*—In any district, or part thereof, parents or guardians of children of school age may petition the board of education to organize an evening school. The petition shall contain the names of not less than 25 youths of school age who will attend such school, and who, for reasons satisfactory to the board, are prevented from attending day school. Upon receiving such petition the board of education shall provide a suitable room for the evening school and employ a competent person, who holds a regularly issued teacher's certificate, to teach it. Such board may discontinue any such evening school when the average evening attendance for any month falls below 12.

72. *Who may be admitted to public schools.*—Schools of each district shall be free to all unmarried youth between 6 and 18 years of age, who are children, wards, or apprentices of actual residents of the district, including children of proper age who are or may be inmates of a children's home or orphans' asylum located in any such school district; provided, that all unmarried youth of school age living apart from their parents or guardians and who work to support themselves by their own labor shall be entitled to attend school free in the district in which they are employed. The several boards shall make such assignment of the unmarried youth of their respective districts to the schools established by them as will in their opinion best promote the interests of education in their district.

73. *Suspension and expulsion of pupils.*—No pupil shall be suspended from school by a superintendent or teacher except for such time as may be necessary to convene the board of education, and no pupil shall be expelled except by a vote of two-thirds of such board, and not until the parent or guardian of the offending pupil has been notified of the proposed expulsion, and permitted to be heard against the same; and no pupil shall be suspended or expelled from any school beyond the current term thereof.

74. *Holidays.*—Teachers employed in the common schools may dismiss their schools without forfeiture of pay on such legal holidays as the military governor may from time to time appoint.

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[a] Boards of education may, in their discretion, permit boys and girls of school age to attend the same school, and it is hoped that at least with young children this plan will prevail, as it will tend to develop that high respect between the sexes which is the basis of true womanhood and manhood. In small towns and in the country it may often be the only means of establishing sufficient schools.

75. *School year, week, and day.*—The school year shall begin on the 1st day of September of each year and close on the 31st day of August of the succeeding year. Schools shall open regularly on the second Monday of September of each year, and the first term shall end on December 24 next following. The second term shall begin January 2 of each year and end on the Friday next preceding holy week. The third term shall begin on the first Monday after said holy week and end when paragraph 69 has been complied with. The school month shall consist of four school weeks, and the school week shall consist of the five days from Monday to Friday, inclusive. The daily school session shall be for six hours, not including recesses, and shall be divided into a morning and afternoon session.

76. *Boards to control schools and appoint officers.*—Each board of education shall have the management and control of the public schools of the district, except as otherwise provided for boards of education in city districts, with full power to appoint principals, teachers, janitors, and other employees, and fix their salaries or pay, provided such salaries each month do not exceed the following: In Habana, $65; in the capitals of provinces and in Cardenas and Cienfuegos, $50; in all other municipalities, $40, except for all teachers in schools with an average attendance of less than thirty pupils, in which case the salary shall not exceed $30; and any person serving as a regular teacher of a school, and also having the supervision of not less than two other schools, shall be rated as a principal on the rolls and receive the additional sum of $10 per month. Such salaries or pay may be increased, but shall not be diminished during the term for which the appointment is made; but no person shall be appointed for a longer time than one year, and the board of education may dismiss any appointee for inefficiency, neglect of duty, immorality, or improper conduct. Women only shall be employed in schools for girls; either women or men may be employed in schools for boys. For similar services women and men shall at all times receive equal pay.

77. *Date of teacher's appointment.*—The teacher's appointment shall date from and the teacher's salary shall begin on the day when he first takes charge of a school during any school term, and at the end of the first calendar month thereafter he shall be paid such part of a month's salary as corresponds to the length of time he has been in actual charge of a school. Thereafter his salary shall be due and payable for each calendar month, and all contracts for the service of teachers shall be for a term or period of time ending on the last day of August of the school year for which the teacher was hired.

78. *Salary during vacations.*—The teacher's salary will continue during vacations as well as the actual school periods.

When salary may not be drawn.—In order to be entitled to draw the salary during vacations, teachers must employ such periods in normal schools, teachers' meeting for instruction, or in following other courses of instruction approved by the board of superintendents, provided that such school meetings or courses of study are previously prescribed by said board; otherwise the salary will be regularly due the teachers without vacation work.

79. *When unlawful to employ teachers.*—It shall be unlawful for any board of education, prior to the annual election and the qualification of the director or directors elected thereat, to employ or contract to employ any teacher for a term to commence after the expiration of the current school year; and the school director in each subdistrict of municipal districts, the president of the school board in each city district of the second class, and the superintendents of instruction in city districts of the first class shall give to the teacher or teachers under their control certificates of such employment and of services rendered, addressed to the clerk of the board of education, who, upon presentation thereof and compliance of such teachers with the provisions of paragraph 49, shall draw orders on the proper disbursing officer for the amount certified to be due, in favor of the parties entitled thereto, and the said disbursing officer shall pay the same. If salaries are not paid within thirty days of the date of application for the same by the teacher, boards of education shall, and teachers may, report the fact to the commissioner of public schools, who will give the matter personal attention.

80. *Teachers may sue board for pay.*—If the board of education of any district dismiss any teacher for any frivolous or insufficient reason, such teacher may bring suit against such board of education, and if on the trial of the case a judgment be obtained against the board of education the board shall direct the clerk to issue an order upon the proper disbursing officer for the sum so found due to the person entitled thereto, and in such suits process may be served on the clerk of the board of the district, and service upon him shall be sufficient.

ENUMERATION.

81. *Yearly enumeration of school youth.*—There shall be taken in each district annually during the two weeks ending on the fourth Saturday of March an enumeration of all unmarried youths, denoting sex, between 6 and 18 years of age, resident within the district and not temporarily there, designating also the number between 6 and 8 years of age, the number between 8 and 14 years of age, the number between 14 and 16 years of age, and the number between 16 and 18 years of age.

82. *How enumeration of youth is taken.*—Each person required or employed under this order to take such enumeration shall take an oath or affirmation to take the same accurately and truly to the best of his skill and ability. When making return thereof to the proper officers, he shall accompany the same with a list of the names of all the youths so enumerated, noting the age of each, and with his affidavit duly certified that he has taken and returned the enumeration accurately and truly to the best of his knowledge and belief, and that such list contains the names of all youths so enumerated and none other.

Compensation for same.—The officer to whom such return is required to be made, may administer such oath or affirmation and take and certify such affidavits, and shall keep in his office for the period of five years such reports and lists of names, and each person taking and returning the enumeration shall be allowed by the proper board of education reasonable compensation for his services, to which in municipal subdistricts shall not exceed $2 for each person authorized, required, or appointed to perform the service.

83. *Director to take enumeration in subdistricts.*—The director of each subdistrict shall take the enumeration of his subdistrict and return same to the clerk of the board of education in the manner prescribed herein.

84. *Clerks to transmit abstract of enumeration to provincial superintendent.*—The clerk of each board shall, annually, on or before the first Saturday of April, make and transmit to the provincial superintendent of the province in which is situated the corresponding district, an abstract of the enumeration required by this order to be returned to him, according to the form prescribed by the commissioner of public schools, with an oath or affirmation indorsed thereon that it is a correct abstract of the returns made to him under oath or affirmation, and the oath or affirmation of the clerk may be administered and certified to by any member of the board of education, or by the provincial superintendent.

85. *Provincial superintendents to furnish abstract to commissioner of public schools.*—Each provincial superintendent shall make and transmit to the commissioner of public schools, on or before the last Saturday of April in each year, on blanks to be furnished by the latter, an abstract of the enumeration returns made to him, duly certified.

86. *Penalty for making fraudulent returns.*—An officer through whose hands the enumeration required herein to be returned passes, who, by percentage or otherwise, adds to or takes from the number actually enumerated, shall be deemed guilty of a misdemeanor, and, upon conviction of such offense, shall be fined in any sum not less than $5 nor more than $500, or imprisoned in the proper jail not less than ten nor more than thirty days, at the discretion of the court.

87. *False returns from teachers.*—Any enumerator, teacher, principal, or superintendent who makes a fraudulent return of statistics shall be [deemed] guilty of a misdemeanor, and, upon conviction of such offense, shall be fined in any sum not less than $5 nor more than $500, or imprisoned in the proper jail not less than ten nor more than thirty days, at the discretion of the court.

ATTENDANCE.

88. *Time of attendance.*—Every parent, guardian, or other person having charge of any child between the ages of 6 and 14 years shall send such child to a public, private, or parochial school not less than twenty weeks, at least ten weeks of which, commencing with the first four weeks of the school year, shall be consecutive, occasional daily absence for reasonable excuse excepted.

Excusal from such attendance.—Unless the child is excused from such attendance by the president of the board of education in municipal districts, or city districts of the second class, and the superintendent of instruction in city districts of the first class, upon a satisfactory showing, either that the bodily or mental condition of the child does not permit of its attending school, or that the child is being instructed at home by a person qualified, in the opinion of the clerk of the board of education, to teach writing, spelling, reading, geography, and arithmetic.

89. Employment of children under 14 years of age.—No child under the age of 14 years shall be employed by any person, company, or corporation during the school term and while the public schools are in session, unless the parent, guardian, or person in charge of such child shall have fully complied with the requirements of the preceding paragraph. Every person, company, or corporation shall require proof of such compliance before employing any such minor and shall make and keep a written record of the proof given, and shall, upon the request of the truant officer, hereinafter provided for, permit him to examine such record. Any person, company, or corporation employing any child contrary to the provisions of this paragraph shall be fined not less than $25 nor more than $50.

90. Truant officer.—To aid in the enforcement of the last two paragraphs, truant officers shall be appointed and employed as follows: In city districts the board of education shall appoint, employ, and fix the salary of one or more truant officers; in township districts the board of education shall appoint one truant officer. The compensation of the truant officer, except in the city districts, shall be $2 per day for each day actually employed in carrying out the orders of the clerk of the board of education.

Powers and duties.—The truant officer shall be vested with police powers, and shall have authority to enter workshops, factories, stores, and all other places where children may be employed, and do whatever may be necessary in the way of investigation and otherwise to enforce the last two paragraphs. The clerk of the board of education, upon the representation of the truant officer, shall institute proceedings against any officer, parent, guardian, person, or corporation violating any of the provisions of the last two paragraphs. The truant officer shall keep a record of his transactions for the inspection and information of the board of education, and he shall make such reports to the clerk of the board of education as are required by him.

91. Reports of principals and teachers.—It shall be the duty of all principals and teachers of schools, public, private, and parochial, to report to the clerk of the board of education of the district in which the schools are situated, the names, ages, and residence of all pupils in attendance at their schools, together with such other facts as said clerk may require, in order to facilitate the carrying out of the last three paragraphs, and such report shall be made the last week of each month. It shall be the further duty of such principals and teachers to report to the clerk of the board of education all cases of truancy in their respective schools, as soon after the offenses have been committed as practicable.

92. Proceedings in case of truancy.—On the request of the clerk of the board of education, the truant officer shall examine into any case of truancy within his district, and warn truant and its parents, guardian, or other persons in charge, in writing, of the final consequences of truancy if persisted in. When any child between the ages of 8 and 14 years is not attending school without lawful excuse, or in violation of the preceding paragraph, the truant officer shall notify that parent, guardian, or other person in charge of said child of the fact, and require such parent, guardian, or other person in charge to cause the child to attend some recognized school within five days of the day of notice; and it shall be the duty of the parent, guardian, or other person in charge of the child so to cause its attendance at some recognized school.

Penalties imposed on parents, guardians, etc.—Upon failure to do so, the truant officer shall report the case to the clerk of the board of education, who shall make complaint against the parent, guardian, or other person in charge of the child in any court of competent jurisdiction in the district in which the offense occurs, for such failure, and upon conviction the parent, guardian, or other person in charge shall be fined not less than $5 nor more than $25, in the discretion of the court, the offense to be punishable as a *falta*, or the court may, in its discretion, require the person so convicted to give a bond in the penal sum of $100, with sureties to the approval of the court, conditioned that he or she will cause the child under his or her charge to attend some recognized school within five days thereafter, and to remain at such school during the terms prescribed by law, and upon a failure or refusal of any such parent, guardian, or other person to pay said fine or furnish said bond, according to the order of the court, then said parent, guardian, or other person shall be imprisoned in the proper jail not less than five days nor more than ten days.

93. When child is exempt.—When any truant officer is satisfied that any child, compelled to attend school by the provisions preceding, is unable to attend school because absolutely required to work, at home or elsewhere, in order to support itself, or help support or care for others legally entitled to its support, who are unable to support or care for themselves, the truant officer shall report the case to the board of education, who may exempt such child from the provisions preceding.

94. Penalties.—Any officer, principal, teacher, or person mentioned in the foregoing four paragraphs, neglecting to perform any duty imposed upon him by these paragraphs shall be fined not less than $5 nor more than $20 for each offense. Any officer or agent of any corporation violating any of the aforementioned paragraphs, who participates or acquiesces in, or is cognizant of such violation, shall be fined not less than $5 nor more than $20. Any person who violates any of the aforesaid paragraphs for which a penalty is not elsewhere provided shall be fined not more than $50.

Jurisdiction.—Correctional judges, or, if the district has not a correctional judge, then the municipal judge, shall have jurisdiction to try the offenses described in the aforesaid paragraphs, and their judgment shall be final.

95. *Where law does not operate.*—This enforced attendance shall not be operative in any school district where there are not sufficient accommodations in the public schools to seat children compelled to attend the public schools under the provisions of the five preceding paragraphs.

96. *Duty of commissioner of public schools.*—It shall be the duty of the commissioner of public schools, from time to time, whenever deemed advisable, to formulate and forward to boards of education throughout the island regulations and suggestions for the instruction and guidance of all persons charged with the enforcement of the preceding six paragraphs, or any of their provisions.

TEACHERS' INSTITUTE.

97. *Organization by board of superintendents.*—It shall be the duty of the board of superintendents to organize in each province at least one teachers' institute, and more than one, if, in the opinion of the board of superintendents, one will not accommodate all the teachers of the province.

98. *Number and salaries of instructors and lecturers.*—The board of superintendents shall determine upon the number and salaries of instructors and lecturers of any institute, and length of each session of the institute, provided that no session shall continue less than four school weeks.

Attendance of teachers necessary to collect vacation salaries.—Each teacher shall attend at least one complete session of the institute in order to obtain his salary during the vacation period.

99. *Institute fund.*—As a condition of attending the institute each teacher shall deposit, with an individual to be designated by the board of superintendents, the amount of $5, which shall form the institute fund. This fund shall be used to cover the necessary expenses of the institute, and shall be expended and accounted for as directed in order from time to time. If the expenses of the institute exceed in amount the institute fund, the unpaid balance shall be paid from the island revenues. If the institute fund for any year exceeds the expenses of the institute for that year, such excess shall go to form a sinking fund for the support of the institute.

100. *Organization of institute.*—The board of superintendents shall, at their regular meeting in October, 1900, decide upon a plan of organization of the teachers' institutes of the island for the school years of 1900–1 and submit the same to the secretary of public instruction and the military governor for approval as soon thereafter as possible.

BOARD OF EXAMINERS.

101. *Plans for examinations of teachers.*—The board of superintendents shall, at their regular meeting in October, 1900, decide upon a plan for the examination of the teachers of the island as to their qualification to teach, and shall present the same in writing to the military governor through the secretary of public instruction, as soon thereafter as possible, for his approval.

102. *Certificate a requisite to employment of teacher.*—After the approval and publication of the plan mentioned in the preceding paragraph, no person shall be employed as teacher in a common school who has not obtained from a board of examiners having competent jurisdiction a certificate of good moral character, and that he or she is qualified to teach such branches of study as the board of superintendents may decide upon, and possesses adequate knowledge of the theory and practice of teaching.

103. All salaries and fines mentioned in this order shall be payable in United States currency or its equivalent.

J. B. HICKEY,
Assistant Adjutant-General.

No. 280.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, and in accordance with the provisions of Order No. 266, dated June 30, 1900, directs the publication of the following order:

I. The following-named persons are hereby confirmed in their positions as professors in the University of Habana, and are assigned to the chairs hereinafter stated:

School of Letters and Philosophy: Juan Francisco de Albear to chair B; Nicolas Heredia to chair D; Evelio Rodriaguez Lendian to chair E; Enrique Jose Varona to chair F.

School of Pedagogy: Esteban Borrero Echeverria to chair A; Pedro Cordova to chair F.

School of Sciences: Jose R. Villalon to chair A; Claudio Mimo to chair B; Placido Biosca y Vinolas to chair D; Manuel Johnson to chair E; Luis Montane to chair F; Carlo de la Torre y Huerta to chair G; Juan Vilaro to chair H; Jose I. Torralbas as custodian of the museum.

School of Medicine: Federico Horstmann to chair 1; Rafael Cowley to chair 3; Juan Guiteras to chair 4; Diego Tamayo to chair 5; Raimundo Castro to chair 6; Eusebio Hernandez to chair 7; Raimundo Menocal to chair 8; Gabriel Casuso to chair 9; Luis Cowley to chair 10; Rafael Montalvo as assistant B; Francisco Dominguez y Roldan as assistant C.

School of Pharmacy: Carlos Theye to chair A.

School of Civil Law: Juan Bautista Hernandez Barreiro to chair A; Pablo Desvernine to chair B; Jose A. Gonzalez Lanuza to chair C; Jose A. del Cueto to chair D.

School of International Law: Leopoldo Cancio to chair A; Antonio Govin y Torres to chair B; Antonio Sanchez de Bustamante to chair C.

J. B. HICKEY,
Assistant Adjutant-General.

No. 281.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following:

I. An exchange of office is hereby directed between Luis P. Pimentel, recorder of judicial proceedings attached to the court of primera instancia e instruccion of the northern district of the city of Habana, and Jose A. Rodriguez, recorder of judicial proceedings of the court of primera instancia e instruccion of the eastern district of this capital.

II. Said recorders will carry with them to the courts to which they are respectively transferred the archives and all civil matters whereof they have at present cognizance.

J. B. HICKEY,
Assistant Adjutant-General.

No. 282.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agriculture, industry, and commerce, directs the publication of the following order:

In order to extend the benefits contemplated by Order No. 46, dated April 24, 1899 (modified by Order No. 69, same series), continuing until May 1, 1900, the term given for the foreclosure of mortgages upon rural property, all transactions that may take place before May 1, 1901, which are for the exclusive purpose of establishing new agreements between creditor and debtor for the payment of obligations already existing, are declared exempt from taxation.

J. B. HICKEY,
Assistant Adjutant-General.

No. 283.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order: Manuel Sanguily is hereby confirmed in his office as director of the institute of Habana, to date from July 1, 1900, without having to fill any chair in said institute. He shall be paid the salary of $2,500 per annum.

J. B. HICKEY,
Assistant Adjutant-General.

No. 284.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. A period of six days, commencing August 18, 1900, is hereby declared to be a period for additional registration for each municipality in the island of Cuba.

II. The hours for registration should be from 8 to 11 a. m., and from 1 to 5 p. m. daily, of the days above mentioned.

III. This period of registration is announced in order that all those who have the qualifications of electors, but have not already inscribed themselves as such, may be given an opportunity to do so.

IV. The alcalde of each municipality in the island of Cuba shall appoint three members of the municipal council to act as a board of registration. This board of registration shall conduct the registration of persons having the qualifications of electors under the general rules prescribed in the electoral law (Order No. 164, Headquarters Division of Cuba, Habana, April 18, 1900), with the exception that there shall be only one place of registration in each municipality, and this shall be in the office of the municipal alcalde.

V. The lists of names of electors thus obtained will be added to the electoral lists already made, to form the new electoral lists for each municipality.

VI. Each alcalde is authorized to employ a clerk for the board of registration hereby appointed, who shall be paid at the rate of $2 per diem.

J. B. HICKEY,
Assistant Adjutant-General.

No. 285.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, and for the good of the service, directs the publication of the following order:

I. Fernando Salcedo Bonastra, formerly judge of primera instancia é instrucción of the city of Matanzas, and actually appointed to a like office in Colon, is hereby transferred to the court of primera instancia é instrucción of Santa Clara, and Roberto Mendez Peñate, judge of primera instancia é instrucción of Santa Clara, is hereby transferred to the court of primera instancia of Colón.

II. Judge Salcedo will continue to draw the pay assigned to the position he held in Matanzas until the date of his taking possession of the court of primera instancia é instrucción of Santa Clara, and Roberto Mendez Peñate will draw the salary corresponding to the court of primera instancia é instrucción of Santa Clara until thé date of his taking possession of the court of Colón.

J. B. HICKEY,
Assistant Adjutant-General.

No. 286.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 13, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following resignations and appointments:

I. The resignations of Oscar Fonts y Sterling and Carlos Parraga y Fernandez, as substitute justices of the audiencia of Habana, having been submitted, are hereby accepted.

II. To be substitute justices of the audiencia of Habana, Guillermo Chaple and Jose Agustin Duque de Heredia y Arriba, vice Oscar Fonts y Sterling and Carlos Parraga y Fernandez, resigned.

J. B. HICKEY,
Assistant Adjutant-General.

No. 287.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 13, 1900.

The military governor of Cuba directs the publication of the following order:

Civil officers communicating with these headquarters will designate, before the town from which letters may be written, the name of the province in which the place may be situated.

J. B. HICKEY,
Assistant Adjutant-General.

No. 288.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 13, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. A position of official interpreter is hereby created to be attached to the audiencia of Habana, with an annual salary of $900, United States currency.

II. The secretary of justice shall provide for said office, appointing thereto a person with the necessary qualifications.

J. B. HICKEY,
Assistant Adjutant-General.

No. 289.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 14, 1900.

The military governor of Cuba directs the publication of the following:

Maj. W. L. Pitcher, Eighth Infantry, supervisor of police and provost-marshal of Habana, having been relieved at his own request to join his regiment leaving Cuba, the military governor desires to commend in a very high degree the many and eminent services rendered by Major Pitcher during the past fourteen months to the military government and to the city of Habana, which services have contributed in a very large extent to the establishment of justice, the efficiency of the police, and the maintenance of peace and order in this city of over 230,000 inhabitants, and the military governor regrets the necessity of Major Pitcher's separation from his staff.

J. B. HICKEY,
Assistant Adjutant-General.

No. 290.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 16, 1900.

The military governor of Cuba publishes the following decision of the secretary of public works, concurred in by the secretary of justice, which decision is binding upon the parties interested, and upon all other parties transacting business in the island of Cuba under similar conditions:

I. "Whereas, under the terms of the contract entered into by the United Railways of Habana with the Cuban and Pan-American Express Company, there is committed a violation of the regulations of the general law on public works and the railway police law and its regulations, said contract is declared null and void from the date hereof. Moreover, no railway company that is a common carrier can enter into a contract with other corporations or individuals, creating or resulting in a monopoly, compelling the public to pay higher rates of freight transportation than those shown in its ruling tariff sheet. Moreover, in no case can such a common carrier escape the responsibilities which under the terms of its concession and the prevailing law it has contracted toward the State and the public in all that refers to the operation of its lines."

J. B. HICKEY,
Assistant Adjutant-General.

No. 291.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following resignation and appointment:

I. The resignation of Adolfo Diaz, as distributor of civil affairs of the courts of primera instancia é instrucción of the city of Habana, having been submitted, is hereby accepted.

II. Ignacio Valdes Montiel is hereby appointed to the above-mentioned office, vice Adolfo Diaz.

J. B. HICKEY,
Assistant Adjutant-General.

No. 292.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 17, 1900.

The following order of the President of the United States is, by direction of the military governor of Cuba, published for the information and guidance of all concerned in the island of Cuba:

[Circular No. 39. Division of Customs and Insular Affairs.]

WAR DEPARTMENT,
Washington, June 30, 1900.

The following order of the President relative to the Marine-Hospital Service in Cuba is hereby published for the information and guidance of all concerned:

EXECUTIVE MANSION,
Washington, D. C., June 29, 1900.

On and after July 15, 1900, there shall be detailed on the staff of the military governor of the island of Cuba, as chief of the quarantine service established by the Executive order of January 17, 1899, a commissioned officer of the Marine-Hospital Service, who shall, on the first day of each month or at such other periods as may be directed by the military governor, submit to the military governor a detailed estimate of the quarantine expenses of the island of Cuba. After the approval of such estimate by the military governor the chief quarantine officer shall make requisition for the funds required in favor of the disbursing officer or agent, who shall pay the bills and vouchers on account of the quarantine service upon the certificate of an officer detailed under Executive order of January 17, 1899, and after approval by the chief quarantine officer. The disbursing officer or agent shall render his accounts of such disbursements in accordance with the rules and instructions to carry into effect the Executive order of May 8, 1899, relative to the military government of the United States in the island of Cuba during the maintenance of such government.

WILLIAM McKINLEY.

This order to be duly proclaimed and enforced in Cuba.

ELIHU ROOT,
Secretary of War.
J. B. HICKEY,
Assistant Adjutant-General.

No. 293.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 17, 1900.

The military governor of Cuba directs the publication of the following order:

Those portions of Order No. 220, Headquarters Division of Cuba, current series, as amended by Order No. 230 of 1900 of the same authority, as enumerated below, will apply and are extended to the department of charities and hospitals of the island of Cuba: Paragraph 27 to paragraph 57, inclusive; paragraph 59 to paragraph 61, inclusive; paragraph 74 to paragraph 77, inclusive; paragraph 79 to paragraph 93, inclusive; paragraph 96 to paragraph 98, inclusive; paragraphs 101, 103, 104, 106, and 107, except that the report called for in paragraph 107 will be sent to department of charities and hospitals instead of to the secretary of public works; paragraphs 108 and 111; paragraph 112 to paragraph 115, inclusive; paragraph 120; paragraph 132 to paragraph 134, inclusive; paragraph 135, sections 1, 2, and 3; paragraph 137 and 138; paragraph 140 to paragraph 142, inclusive; paragraph 145 to paragraph 160, inclusive; paragraphs 163 and 164; paragraphs 166 and 167; paragraphs 169 and 170; paragraphs 172 to 178, inclusive; paragraph 180; paragraph 184.

J. B. HICKEY,
Assistant Adjutant-General.

No. 294.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 18, 1900.

The military governor of Cuba directs the publication of the following order:

I. The existing military zones around Forts Atarés and Príncipe and the Pirotecnia Militar are abolished outside the limits of the State lands.

II. The existing military zones around battery Santa Clara are abolished.

III. Two military zones are established for Santa Clara Battery, as follows: The first includes all territory between the sea and Marina street and between Punta Brava on the west and Twenty-seventh street on the east. Within this zone no buildings of any kind are permitted. The second includes the territory shown on a map filed in the office of the chief engineer of the division, and is bounded as follows: Beginning at the point of intersection of Calle 9 and the inclosure of Battery No. 3, extending along Calle L to the intersection of Calle L with Calle 19, thence along Calle 19 to the intersection of Calle 19 and Calle M, thence along Calle M to the intersection with Calle 21, thence along Calle 21 to the intersection with Calle N, thence along Calle N to the intersection with Vapor, and along Vapor and the line of Vapor prolonged to the sea.

IV. The city of Habana is authorized to issue permits for buildings within the second zone with the proviso that the city first obtain from the property owner requesting the permit a relinquishment in writing of all rights to indemnification for damages to the buildings or to persons therein which may result from the use of the guns of the battery.

J. B. HICKEY,
Assistant Adjutant-General.

No. 295.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 18, 1900.

The military governor of Cuba directs the publication of the following circular for the information and guidance of all concerned in the island of Cuba:

[Tariff circular No. 57.]

WAR DEPARTMENT,
Washington, April 28, 1899.

By direction of the President paragraph (b) of the Regulations entitled "Coasting trade of Cuba," on page 9 of the "Amended Customs Tariff and Regulations for Ports in Cuba in Possession of the United States," is hereby amended by the insertion of the following proviso at the end of said paragraph:

"And provided further, that any resident of Cuba of any nationality, and also any citizen of the United States, may serve as master on such vessel without renouncing and abjuring his allegiance or nationality. Such person, however, shall be required to make and sign an oath in Spanish or English, at his option, as follows:

I, ——— ———, master of the vessel ——— ———, measuring ——— ——— tons, swear that during my service as master, the permit granted to said vessel to engage in the coasting trade of the island of Cuba shall not be used for any other vessel or in any trade or business whereby the revenue of the island shall be defrauded, and that I will obey the laws and regulations prescribed by the properly constituted authorities of said island."

This order shall be duly proclaimed and enforced in the island of Cuba.

G. D. MEIKLEJOHN,
Acting Secretary of War.

J. B. HICKEY,
Assistant Adjutant-General.

No. 296.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 20, 1900.

The military governor of Cuba directs the publication of the following order:

The Cuban and Pan-American Express Company having appealed to the administrative council against the decision rendered in Order No. 290 of July 16, 1900, from these headquarters, the provisions of said order are suspended pending the result of said appeal.

J. B. HICKEY,
Assistant Adjutant-General.

No. 297.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 20, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The security to be furnished by notaries public shall be understood to be in money of the United States or its equivalent.

II. When surety is given by a deposit of the required amount in cash, the notary public shall submit the certificate of deposit to the president of the audiencia within whose jurisdiction he resides for approval. When the deposit is of bonds of the city of Habana, the certificate of such deposit shall be submitted in like manner, accompanied by a statement of the latest official quotation of the market value of such bonds by the stock exchange, and the certificates issued by private exchanges shall be accepted where no official exchange is established. If a bond consist of a mortgage security, this shall be given under the conditions and in the way prescribed by the mortgage law and the rules governing the constitution of bond of the registrar and submittted to the president of the audiencia for his approval, as provided for the certificates of deposit, the exhibition of the diploma to be omitted because it shall be issued after constitution of the bond. Whenever the bond is furnished by an authorized corporation in conformity with the laws governing the case in Cuba, said bond shall be submitted for approval to the president of the audiencia within whose jurisdiction the principal office of said corporation in the island of Cuba is located.

III. In case of the disapproval by him of any bond or certificate of deposit, the president of the audiencia shall certify in writing, to the person on whose behalf the bond or certificate is offered, his reason for such disapproval. In case of approval of the bond or certificate of deposit, as offered, the president shall indorse thereon his approval and the bond or certificate shall then be filed in the office of the treasurer of Cuba for safe keeping. In the aforementioned cases the bonds, whatever kind they may be, once having been accepted and constituted, the presidents of the audiencias shall immediately notify the secretary of justice in order that said secretary may furnish the notary public with the necessary diploma of appointment. There will be no appeal from the decisions of the presidents of the audiencias, the bonds being constituted on their sole responsibility. All the bonds shall remain at the disposal of the corresponding presidents of the audiencias.

IV. The official bonds of notaries public may be given for a limited time not less than one year. Any surety on such a bond may, at any time, withdraw from the bond for good cause stated to and approved by the president of the audiencia within whose jurisdiction the notary resides, upon giving thirty days' notice in writing to the bonded notary and to the president of the respective audiencia. Any notary public from whose official bond the surety has so withdrawn shall be suspended by the president of the audiencia from the further exercise of his official functions until the security shall have been replaced with the approval of the president of the audiencia, provided that any surety, who shall so withdraw from the official bond of a notary public shall not be released from liability for the official acts of his principal, which have been executed prior to the date on which such withdrawal is effected, until one year after that date.

V. The official security furnished by or for any notary public, whether by bond or deposit, shall be liable for all the official acts of such notary whether performed while acting for himself or as substitute for any other notary public.

VI. When, by reason of death, resignation, removal from office, or for any other cause, a notary public ceases, or becomes disqualified, to discharge the functions of his office, notice of the fact shall be published in the Habana Gazette and in the official paper of the province in which the notary last resided while in the exercise of his office, every three months for one year thereafter. Such notice shall in every case specify the date on which the notary ceased to exercise his notarial functions and shall summon all persons claiming indemnity or damages arising out of any acts or omissions of the notary in the discharge of his official duties to present their claims within one year after the date specified, to the judge of primera instancia of the district within which the notary last resided, which district shall be specified in the published notice.

After the expiration of the period of one year herein provided for, if no claim has been presented, the judge of primera instancia shall certify that fact to the president of the respective audiencia and the president shall thereupon make an order directing the return to the notary or his legal representatives of the cash or bonds deposited as his official security, if security has been given by deposit, or an order canceling the official bond, if bond with sureties has been given, and releasing the sureties thereon, and the property with which they have qualified from the obligation of the bond, and thereupon all recourse against the official security of such notary shall cease.

VII. If, within the period of one year provided for in the preceding paragraph, any claim for damages or indemnity shall be duly presented, no part of the security given by deposit shall be returned nor shall any surety on an official bond with sureties be released from liability till after such claim shall have been finally settled and determined.

VIII. Paragraphs 4, 5, 6, 7, and 8 of the Article III, of Order No. 112, current series, these headquarters, dated March 16, 1900, regarding the furnishing and acceptance of notarial bond, are hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

No. 298.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 20, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Pedro Gonzalez Llorente, Eudaldo Tamayo, and Octavio Giberga are appointed to constitute a commission to investigate and report upon the claims of property and property rights of every kind and nature made by the bishopric of Habana.

II. To carry out the objects of said commission it is hereby authorized and empowered to call witnesses, to take testimony under oath or affirmation, to call for the production of all private and public documents, and to hear evidence and argument on behalf of persons or corporations directly interested.

III. All notaries, registrars of property, and other officials shall produce the documents or records, or certified copies thereof, as called for by the commission, and shall receive no fees therefor.

IV. The report of the commission shall be in detail as to each piece or parcel of property and as to each specific property right claimed by the bishopric of Habana, setting forth its findings of fact and its conclusions of law thereon, and shall, if the commission consider it necessary, make such general or specific recommendations as justice may require.

V. A refusal on the part of any person or corporation to appear and testify or to produce documents will be punished by the courts in like manner as in similar cases of disobedience of the mandates of a judge or tribunal.

VI. Such council, stenographers, and assistants as may be found necessary will be appointed hereafter.

J. B. HICKEY,
Assistant Adjutant-General.

No. 299.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 24, 1900.

The military governor of Cuba directs the publication of the following order:

I. Paragraph 76, Order No. 279, current series, these headquarters, is hereby amended to read as follows: "76. Boards to control schools and appoint officers." Each board of education shall have the management and control of the public schools of the district, except as otherwise provided for boards of education in city districts, with full power to appoint principals, teachers, janitors, and other employees, and fix their salaries or pay, provided such salaries for teachers do not exceed per month the following: In Habana, $75; in the capitals of provinces and in Cardenas and Cienfuegos, $60; in all other municipalities, $50, except for all teachers in schools with an average attendance of less than 30 pupils, in which case the salary shall not exceed $30; and any person serving as a regular teacher of a school and also having the supervision of not less than two other schools shall be rated as a principal on the rolls and receive the additional sum of $10 per month. Such salaries or pay may be increased, but shall not be diminished during the term for which the appointment is made; but no person shall be appointed for a longer time than one year, and the board of education may dismiss any appointee for inefficiency, neglect of duty, immorality, or improper conduct. Women only shall be employed in schools for girls; either women or men may be employed in schools for boys. For similar services men and women shall at all times receive equal pay.

II. Examinations of teachers for the year 1900 shall take place after December 1, at a date to be determined later.

J. B. HICKEY,
Assistant Adjutant-General.

No. 300.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 25, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

Section (*j*) Paragraph IV, of Order No. 254, current series, from these headquarters, is hereby amended to read as follows:

(*j*) A tax on concessions, franchises, or grants of public utilities granted or made to persons, firms, corporations or associations, which tax shall be based on the net income of the concessioners or grantees, not to exceed 6 per cent of said net income.

J. B. HICKEY,
Assistant Adjutant-General.

No. 301.

HEADQUARTERS DIVISION OF CUBA,
Habana, July 25, 1900.

The military governor of Cuba directs the publication of the following instructions:

Whereas, the Congress of the United States by its joint resolution of April 20, 1898, declared—

"That the people of the island of Cuba are, and of right ought to be, free and independent:

"That the United States hereby disclaims any disposition or intention to exercise sovereignty, jurisdiction, or control over said island except for the pacification thereof, and asserts its determination, when that is accomplished, to leave the government and control of the island to its people."

And whereas, the people of Cuba have established municipal governments, deriving their authority from the suffrages of the people given under just and equal laws, and are now ready, in like manner, to proceed to the establishment of a general government which shall assume and exercise sovereignty, jurisdiction, and control over the island;

Therefore, it is ordered that a general election be held in the island of Cuba on the third Saturday of September, in the year 1900, to elect delegates to a convention to meet in the city of Habana, at 12 o'clock noon on the first Monday of November, in the year 1900, to frame and adopt a constitution for the people of Cuba, and, as a part thereof, to provide for and agree with the Government of the United States upon the relations to exist between that Government and the government of Cuba, and to provide for the election by the people of officers under such a constitution and the transfer of government to the officers so elected.

The election will be held in the several voting precincts of the island under and pursuant to the provisions of the electoral law of April 18, 1900, and the amendments thereof.

The people of the several provinces will elect delegates in number proportioned to their populations, as determined by the census, viz:

The people of the province of Pinar del Rio will elect 3 delegates.
The people of the province of Habana will elect 8 delegates.
The people of the province of Matanzas will elect 4 delegates.
The people of the province of Santa Clara will elect 7 delegates.
The people of the province of Puerto Principe will elect 2 delegates.
The people of the province of Santiago de Cuba will elect 7 delegates.

J. B. HICKEY,
Assistant Adjutant-General.

No. 302.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 2, 1900.

The military governor of Cuba directs the publication of the following order: A. T. Ruan is hereby appointed civilian disbursing clerk for the Signal Corps, in the office of the chief signal officer of the Division of Cuba. He will file with Col. Henry H. C. Dunwoody, Signal Corps, United States Army, chief signal officer of the division, a $25,000 bond for the faithful discharge of his duties; and, upon having filed said bond, will relieve Capt. Edward B. Ives, signal officer, United States Volunteers, the present disbursing officer of the Signal Corps, who will turn over to him all public funds for which he is responsible.

J. B. HICKEY,
Assistant Adjutant-General.

No. 303.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointment:

To be substitute justice of the audiencia of Matanzas, Aurelio C. de Llanos y Lamar, vice Luis Fortun y Govin, resigned.

J. B. HICKEY,
Assistant Adjutant-General.

No. 304.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 3, 1900.

The military governor of Cuba directs the publication of the following instructions relating to the administration of the postal department of the island:

[Circular No. 40, Division of Customs and Insular Affairs.]

WAR DEPARTMENT,
Washington, July 23, 1900.

The following order of the Postmaster-General, relative to the postal service in Cuba, is hereby published for the information and guidance of all concerned:

ORDER No. 810.

JULY 14, 1900.

The following instructions are given for the guidance of the director-general of posts of Cuba in the administration of his department:

1. A monthly statement, in detail, shall be made at the earliest practicable period by the director-general of the estimated expenditures and receipts in the postal service for the ensuing month. One copy of such statement shall be transmitted to the Postmaster-General and one to the governor-general of Cuba. As any excess of expenditures over receipts is to be paid from the general revenues of the island, the governor-general shall be authorized to revise the expenditures, and such changes as he may deem best for the public interest shall be accepted by the director-general.

2. Monthly statements of the actual expenditures and receipts shall be made as early as practicable. One copy shall be transmitted to the Postmaster-General and one copy to the governor-general of Cuba.

3. In furtherance of the object herein sought—of promoting unity in the financial administration of Cuba, and of governing the scale of expenditures in harmony with the measure of revenue—no obligation or contract for an amount exceeding $1,000, whether for transportation or in any other branch of the postal service, shall be entered into without the approval of the governor-general.

4. The director-general of posts shall appoint postmasters and other officers and employees of the service, and fix their compensation, as heretofore provided; but, in order that the administration of the posts may be in full accord with the policy governing the general administration of the island, in the designation of natives, and in other respects, the action of the director-general of posts in making appointments and fixing compensation shall be subject to the approval of the governor-general.

CH. EMORY SMITH,
Postmaster-General.

This order to be duly proclaimed and enforced in Cuba.

ELIHU ROOT,
Secretary of War.

J. B. HICKEY,
Assistant Adjutant-General.

No. 305.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 6, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The municipal court of Pipian, at present located in the town of Madruga, shall be reinstated in the ward of Pipian, municipal district of San Nicolas, judicial circuit of Guines, province of Habana.

J. B. HICKEY,
Assistant Adjutant-General.

No. 306a.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 9, 1900.

The military governor of Cuba directs me to announce for the guidance and information of all concerned that Order No. 306, current series, these headquarters, temporarily suspended by Order No. 312, August 10, 1900, has been submitted to a finance commission for modifications, and will not be issued at present.

J. B. HICKEY,
Assistant Adjutant-General.

No. 307.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 8, 1900.

The military governor of Cuba directs the publication of the following order:

I. Hereafter marriages may be civil or religious at the option of the contracting parties.

II. Marriage, so far as its validity in law is concerned, continues to be a civil contract, to which the consent of the parties, capable in law of making the contract, is essential.

III. Religious marriages solemnized as heerin provided shall have the same force and effect as civil marriages.

IV. A duly ordained clergyman or minister of any religion may perform the marriage ceremony, provided that the contracting parties may legally contract marriage, and provided that they solemnly declare, in the presence of the clergyman or minister and of the attending witnesses, that they take each other as husband and wife.

V. Two witnesses, of age, must be present at the ceremony, and must, together with the officiating clergyman or minister, sign the certificates herein provided for.

VI. Before solemnizing a marriage the clergyman or minister must, unless there has been a previous civil marriage, be furnished with the evidence as to the age of the contracting parties, required by article 86 of the civil code, as amended by Order No. 42 of January 26, 1900, a certificate signed by the contracting parties that they are free to contract marriage, having no living husband or wife, and the parental permission, or the dispensation, when necessary, under the provisions of the civil code now in force.

VII. The clergyman or minister shall at the time of performing the ceremony, if there has been no previous civil marriage, make a certificate showing:

1. The names, surnames, age, color, occupation, domicile, or residence of the contracting parties.

2. The names, surnames, occupation, domicile, or residence of the parents of the contracting parties, or such part of this information as can be ascertained.

3. The date and place of the performance of the ceremony of marriage and the statement that such marriage was performed, in the presence of the subscribing witness, by the subscribing clergyman or minister, who shall add the name of his church or parish.

VIII. The certificate prescribed in the foregoing paragraph shall be filed by the officiating clergyman or minister in the office of the civil register of the municipality where the ceremony was performed, together with the evidence and certificates required by Article VI of this order, within twenty days from the date of the marriage, and a proper record shall thereupon be made on the civil register and a memorandum shall be given the clergyman or minister showing the date of such filing.

IX. Any person other than a duly ordained clergyman or minister or the proper civil authority, who shall perform or attempt to perform the ceremony of marriage shall be deemed guilty of a delito and punished by imprisonment for not less than one nor more than five years.

X. Any clergyman or minister who, having celebrated a religious marriage as herein provided, where there has been no previous civil marriage, fails to file the certificates and proofs as provided for by Paragraphs VII and VIII of this order, shall be tried, and, if found guilty, fined $100, or imprisoned from thirty to ninety days by the proper judge of his domicile.

XI. Any custodian of a civil register who refuses to receive and file and record the certificates and evidences as herein provided for, or who refuses, in a proper case, to give memorandum mentioned in the foregoing paragraph, must state his reasons in writing for such refusal, and may, at the petition of any party interested, be cited before the judge of instruccion of the district, who must immediately order, in a proper case, that the record be made and the memorandum given and the custodian of the civil register will be condemned to pay the costs of the application.

XII. Nothing of this order shall affect or modify the provisions of codes, laws, decrees, or orders concerning the method of performing civil marriage. All provisions of codes, laws, decrees, or orders in conflict with this order are hereby repealed and revoked.

J. B. Hickey,
Assistant Adjutant-General.

No. 308.

Headquarters Division of Cuba,
Habana, August 8, 1900.

The military governor of Cuba directs the publication of the following order:

I. On or before the 14th day of August, 1900, the mayor of each municipality shall appoint for each barrio of his municipal district, as a board of registration, three persons and their substitutes, who have the qualifications of electors within the municipal district.

II. The mayor must appoint for each such board one member and his substitute proposed by each of the parties locally organized; but if a sufficient number of members or substitutes for any barrio be not proposed, by noon of August 14, 1900, the ayuntamiento shall, at a meeting called specially for this purpose, fill the vacancies without regard to the party affiliations of those selected.

III. The period for additional registration fixed by order No. 284, current series from these headquarters, shall be for a period of ten days, instead of six, beginning August 15, 1900.

IV. All provisions of Orders Nos. 164 and 284, these headquarters, series of 1900, in conflict with those of this order, are hereby repealed.

J. B. Hickey,
Assistant Adjutant-General.

No. 309.

Headquarters Division of Cuba,
Habana, August 9, 1900.

The military governor of Cuba directs the publication of the following order: Fernando M. Vidal is hereby appointed as official notary of the military government of the island of Cuba, continuing his present duties until relieved; his present salary to be in lieu of any fees therefrom during this period.

J. B. Hickey,
Assistant Adjutant-General.

No. 310.

HEADQUARTERS, DIVISION OF CUBA,
Habana, August 9, 1900.

The military governor of Cuba directs the publication of the following order:

Paragraphs 15, 23, 27, 65, 67, 71, 75, 86, and 87 of Order 279, series of 1900, Headquarters Division of Cuba, are hereby modified to read as follows:

15. He shall devote his entire time to the duties of his office, and shall receive an annual salary not to exceed $2,400, payable monthly; and before entering upon the discharge of the duties of his office shall give bond, to be approved by the board, for the faithful performance thereof, in the sum of $5,000, which bond shall be deposited with the clerk within ten days from date of election and preserved by him. The director shall report to the council annually, or oftener if required, as to all matters under his supervision; he shall attend all meetings of the council and may take part in its deliberations, subject to its rules, but shall not have the right to vote, except in case of a tie.

23. *Conduct of elections.*—The elections provided for in paragraphs 11 and 14 shall be conducted by the judges and clerks of the municipal elections and in compliance with the same law or laws covering such elections.

27. *First board of education.*—Upon receipt of this order, mayors of cities that constitute city districts of the second class shall appoint the six members of the board of education, who shall elect one of their members president of the board. The board so constituted shall be the board of education for such city district of the second class until the election and qualification of the board of education, as provided for in the preceding paragraph.

65. *Illegal meetings.*—The board of each district shall make such rules and regulations not in conflict with the orders of higher authority as it may deem expedient and necessary for its government, and the government of its appointees and the pupils; and any meeting of a board of education not provided for by its rules or by this order shall be illegal, unless all the members thereof have been notified as provided for in paragraph 34.

67. *Rental and use of schoolhouses.*—The board of education of any district is empowered to rent suitable schoolrooms, but no lease of schoolroom or building shall be made for a period exceeding two years, the board of education reserving the right to terminate the lease at any time on thirty days' notice. When in the judgment of any board of education it would be for the advantage of the children residing in any school district to hold literary societies, school exhibitions, normal schools or teachers' institutes, the board of education shall authorize the opening of such schoolhouses for the purposes aforesaid, provided such action shall in no wise interfere with the public schools in such district.

71. *Evening schools.*—In any district, or part thereof, parents or guardians of children of school age may petition the board of education to organize an evening school. The petition shall contain the names of not less than twenty-five youths of school age who will attend such school, and who, for reasons satisfactory to the board, are prevented from attending day school; upon receiving such petition the board of education may provide a suitable room for the evening school and employ a competent person, who holds a regularly issued teacher's certificate, to teach it. Such board may discontinue any such evening school when the average evening attendance for any month falls below 12.

75. *School year, week and day.*—The school year shall begin on the 1st day of September of each year and close on the 31st day of August of the succeeding year. Schools shall open regularly on the second Monday of September of each year, and the first term shall end on December 24 next following. The second term shall begin January 2 of each year and end on the Friday next preceding Holy Week. The third term shall begin on the first Monday after said Holy Week and end when paragraph 69 has been complied with. The school month shall consist of four school weeks, and the school week shall consist of the five days from Monday to Friday inclusive. The daily school session shall be for five hours, not including recesses, and shall be divided into a morning and afternoon session.

86. *Penalty for making fraudulent returns.*—An officer through whose hands the enumerations required herein to be returned passes, who by percentage or otherwise adds to or takes from the number actually enumerated, or any enumerator who makes a fraudulent return of statistics shall be deemed guilty of a misdemeanor, and upon conviction of such offense, shall be dismissed, and in addition to dismissal may be fined in any sum not less than $5, nor more than $100.

87. *False returns from teachers.*—Any teacher, principal, or superintendent, who makes a fraudulent return of statistics shall be summarily dismissed and disqualified from again teaching in the public schools of the island, and in addition may be fined in any sum not less than $5, nor more than $100.

J. B. HICKEY,
Assistant Adjutant-General.

No. 311.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 8, 1900.

The military governor of Cuba directs the publication of the following order:

Articles IV, XLVII and XLVIII of Order No. 213, Headquarters Division of Cuba, series 1900, are hereby modified to read as follows:

IV. A complaint may be made before any judge of a correctional court, that a person has threatened to commit an offense against the person or property of another. On the receipt of such complaint the judge shall examine the complainant, on oath, together with any witnesses he may produce, and he shall take the declarations in writing and cause them to be subscribed to by the parties making them. If it appears from the declarations that there is just reason to believe that the person so complained of has threatened to commit the offense the judge shall issue a warrant directed to any officer of police, stating the substance of the complaint, and commanding the officer to arrest the person complained of and to bring him before the court. If, upon hearing the testimony of all parties, it appears that there is no just reason to believe that the threat of committing the offense was made, the judge must discharge the person complained of. If, after such hearing, there is just reason to believe that the threat of committing the offense was made, the person complained of may be required to give bond in such sum, not exceeding $500, with one or more sureties, as the judge may direct, to keep the peace toward the people, and particularly toward the complainant. This bond shall be valid and binding for a period of six months, and upon the renewal of the complaint a new bond may be required.

XLVII. In all cases of faltas the judge may impose sentence of not more than thirty days' imprisonment, with or without labor, at the discretion of the judge, or not more than $30 fine.

XLVIII. In all cases of delito within the jurisdiction of the court, the judge may impose sentence of not more than six months imprisonment, with or without labor, at the discretion of the judge, nor more than $500 fine, but in case of nonpayment of fine, imprisonment shall be imposed at the rate of one day for each dollar not paid, as provided for in Article XLIV (Order No. 213, 1900).

J. B. HICKEY,
Assistant Adjutant-General.

No. 312.

HEADQUARTERS DIVISION OF CURA,
Habana, August 10, 1900.

The military governor of Cuba, upon the recommendation of the Secretary of Finance, directs the publication of the following order: Order 306, current series, Headquarters Division of Cuba, is hereby temporarily suspended.

J. B. HICKEY,
Assistant Adjutant-General.

No. 313.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 11, 1900.

The military governor of Cuba directs the publication of the following order:

Civil Order No. 4, Headquarters Department of Habana, dated March 23, 1899, is hereby revoked. The parties interested are hereby notified that the revocation of this order reinstates Bautista Diaz & Co. in their relations to the city of Habana in all that pertains to the Vedado and Carmelo waterworks and dependent claims affected by above-mentioned order.

J. B. HICKEY,
Assistant Adjutant-General.

No. 314.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 11, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order: From August 1, 1900, and until further orders, all the expenses of the correctional courts shall be paid by the State.

J. B. HICKEY,
Assistant Adjutant-General.

No. 315.

HEADQAURTERS DIVISION OF CUBA,
Habana, August 11, 1900.

The military governor of Cuba directs the publication of the following order: Adriano Silva y Gil, having filed the necessary bond with the treasurer of the island of Cuba, is hereby appointed the disbursing officer for the funds allotted to the Mazorra Insane Asylum.

J. B. HICKEY,
Assistant Adjutant-General.

No. 316.

HEADQUARTERS DIVISION OF CUBA,
Habana, Cuba, August 11, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

1. An election will be held throughout the island on September 15, 1900, which is hereby declared a legal holiday, at which there will be elected members of the constitutional convention and their substitutes, as follows: The electors of the province of Santiago de Cuba will elect seven members and their substitutes; the electors of the province of Puerto Principe will elect two members and their substitutes; the electors of the province of Santa Clara will elect seven members and their substitutes; the electors of the province of Matanzas will elect four members and their substitutes; the electors of the province of Habana will elect eight members and their substitutes; the electors of the province of Pinar del Rio will elect three members and their substitutes.

The duly elected members of the constitutional convention will meet in the city of Habana at 12 o'clock noon on the first Monday of November, in the year 1900, and will continue in office until the objects of the constitutional convention are accomplished.

The following instructions will govern said election and the forms herewith published shall be used in said election.

Voters at this election must possess the following qualifications:

1. The voter must be a native male Cuban or the son of a native male Cuban, born while his parents were temporarily residing abroad, or a Spainard included within the provisions of article 9 of the Treaty of Paris who has not made declaration of his decision to preserve his allegiance to the Crown of Spain, as provided in said article.

2. He must be of the age of 21 years or upward on the day preceding the day of election.

3. He must have resided in the municipality in which he intends to vote at least thirty days immediately preceding the first day of registration, and, in addition to the above, he must possess any one of the following qualifications:

(*a*) Ability to read and write; (*b*) ownership of real or personal property to the value of $250 American gold; (*c*) service in the Cuban army prior to July 18, 1898, and honorable discharge therefrom, whether a native Cuban or not.

DISQUALIFICATIONS.

II. No person shall be a qualified voter who is insane or an idiot, or who is a resident in or supported by any public charitable institution, or who is deprived of or suspended from the exercise of his political rights by sentence of a court, except in cases where the conviction is for a crime of a political character.

CANDIDATES.

III. Any person may be a candidate in any province who has the qualifications necessary to be an elector, even though he be not registered, no matter where he may reside or be domiciled at the time of the nomination or election; nor does the holding of public office disqualify, but he must be able to read and write.

IV. On or before the 14th day of August, 1900, the mayor of each municipality, shall appoint for each barrio of his municipal district as a board of registration three persons and their substitutes who have the qualifications of electors within their municipal district.

V. The mayor must appoint for each such board one member and his substitute proposed by each of the parties now locally organized; but if a sufficient number of members or substitutes for any barrio be not proposed by noon of August 14, 1900, the ayuntamiento shall, at a meeting called specially for this purpose, fill the vacancies without regard to party affiliation of those selected.

VI. A period of ten days, beginning August 15, 1900, is hereby declared as a period for additional registration for each municipality in the island of Cuba.

VII. The hours for registration shall be from 8 to 11 a. m. and from 1 to 5 p. m. on the ten days above mentioned.

VIII. This additional period of registration is announced in order that all those who have the qualifications of electors, but who have not already registered as such, may be given an opportunity to do so.

IX. The list of the names of electors thus registered will be added to the registration list already made, so as to form a new list of registered electors in each municipality.

X. Any person who applies for registration as a voter shall be put on oath or affirmation to answer truly all questions touching his qualifications as an elector, and he shall also swear that he is not disqualified by Article II of this order; and such oath or affirmation shall be administered by a member of the board to which application is made. In any case the board may require the production of such evidence as may be immediately available in support of the applicant's claim.

Unless the board have personal knowledge that he can read and write, the right to be registered being claimed because of such knowledge, the applicant must be required to read from any book or newspaper or to write one or more phrases in Spanish from dictation. A majority of the board shall in every case decide as to whether the applicant shall be registered or not.

XI. The entry in the register in the case of each voter must show: (1) His full name; (2) his age, omitting fractions of years; (3) his place of birth; (4) his place of residence; (5) that he has resided at least thirty days within the limits of the municipality next preceding the first day of registration; (6) date of registry and one of the following facts: (a) that he is able to read and write; (b) that he owns property to the value of $250 American gold; (c) that he is an honorably discharged soldier of the Cuban army.

XII. No person other than members of the board, a clerical assistant, and applicants for registration shall be permitted to be present at any session.

XIII. On the day following the last day of registration three exact copies of the register, arranged in alphabetical order of surnames, certified to and subscribed by the members of the board, shall be made by each board, and one such copy shall be publicly posted at the place of registration, and the other in the building in which the ayuntamiento holds its sessions, and the third shall be immediately sent by mail or special courier to the civil governor. In addition, one certified copy, alphabetically arranged, shall be sent to the alcalde, for every polling place, as determined by article XXII.

XIV. The various sheets of the original list shall be fastened together, and immediately following the last name the three members of the board shall certify to the total number of names contained in said list, and each member shall subscribe his name thereto. The list shall then be carefully sealed in the presence of the three members and delivered to the alcalde for safe keeping.

NOMINATION OF CANDIDATES.

XV. Any political party now organized within the province may nominate its candidates not in excess of the number to be elected from said province as provided by Article I of this order by filing a certificate of such nominations with the civil governor of the province. Independent candidates may also be nominated by filing a certificate of such nominations with the civil governor of the province, said certificate to be signed by at least 200 registered voters of said province. Signatures to a certificate of nomination of an independent candidate must be followed by a statement of the residence of each signer. Qualified electors who are unable for any reason to write their names may specially request other electors to sign for them. Electors signing for others who can not write must also sign their own names and state their residence.

XVI. All certificates of nomination must state the full name of the candidate or candidates nominated as members of the constitutional convention, and must also state the full name of the candidate nominated as alternate for each individual candidate for member of the convention.

XVII. No certificate of nomination of any candidate shall be received after the hour of noon of September 1, 1900, and all such certificates must be accompanied by the acceptance of the nomination by the candidates, but no person can be a candidate in more than one province.

XVIII. The certificates of nomination of candidates shall be open to the inspection of any qualified voter after they have been in the hands of the civil governor for twenty-four hours.

XIX. The alcalde municipal shall transmit to the civil governor a statement showing the total number of registered voters in his municipality and also the number of polling places.

TICKETS.

XX. Upon the receipt of the certificates of nomination as above provided the civil governor shall forthwith cause to be printed 1,200 tickets for each polling place, and the same shall be forwarded to the alcalde at the earliest time possible.

XXI. All tickets in any province shall be of white paper, uniform in texture, size, and general appearance, and shall be nontransparent.

Each ticket shall be divided into two parallel columns. At the head of one column shall be printed the words "For members of the constitutional convention," and at the head of the second column shall be printed the word "Alternates," and immediately thereunder in the first column shall he printed the names arranged in alphabetical order, according to the surname, of all the candidates duly nominated as members of the constitutional convention. In the second column, to the right of and on the same line with the name of each candidate for member of the constitutional convention, shall be printed the name of the alternate nominated for each individual candidate. There shall be a sufficient number of blank spaces below the last name to permit the insertion, in writing, of the name of any person, not nominated, for whom the elector may desire to vote. At the left of each name in the first column there shall be a rectangular space, within which the voter must make a cross, with ink, to indicate that the candidate for member of the constitutional convention and his alternate opposite whose name the mark is placed, is the individual and his alternate voted for on the ballot.

VOTING.

XXII. The board of registration shall also act as the board of election, and the polls shall be held at the same place where the registration boards met. If, however, the registration lists show more than 400 names, there shall be appointed as many boards of election, consisting of three qualified electors, as may be necessary to have one polling place for every 400 registered electors; such additional boards of election to be named in the same manner as provided for the appointment of members of the board of registry by Paragraph V of this order.

The alcalde will see that the proper number of voting places be provided for and publicly announced.

No member of the board of registration who shall have accepted a candidacy shall serve in the board of election, his alternate taking his place on taking the proper oath or affirmation. Any vacancy in the board of elections on election day shall be filled by the board by the appointment of the alternate, or by the appointment of an elector duly qualified, who shall also take the proper oath or affirmation, which may be taken before a member of the board of election.

XXIII. The polls shall be open for the reception of votes continuously from 6 a. m. until 6 p. m. on September 15, 1900, and two members, at least, of the board of election must constantly be present.

XXIV. Any member of the boards of election may administer oaths or affirmations and certify oaths or affirmations required to be administered.

XXV. Before receiving any ballots the board must, in the presence of any persons assembled at the polling place, open, exhibit, and close the ballot box, which must contain no paper or substance whatever, and thereafter it must not be removed from the polling place or from the presence of the bystanders until all the ballots are counted, nor must it be opened until after the polls are finally closed. Before the boards receive any ballots they must cause it to be proclaimed aloud at the place of election that the polls are open. When the polls are closed, that fact must be proclaimed aloud at the place of election. The doors will then be closed, and after such proclamation no ballots must be received, except from those persons who are within the polling place waiting to cast their ballot.

Voting may commence as soon as the polls are open and may continue during the time they remain open.

XXVI. Before entering upon the exercise of their duties all members of boards of registration or of election and all clerks shall make oath or affirmation, in writing, to perform their duties faithfully and honestly, and which oaths may be taken before any judge of first instance, or any municipal judge, or the alcalde municipal, teniente alcalde, or alcalde de barrio, or before a member of the board of elections in the case provided by Article XXII. All such oaths or affirmations shall be inclosed with the final returns of the election.

XXVII. Each registration board shall appoint one clerk, who shall do the necessary clerical work of the board of registration and of the board of election, and the alcalde shall transmit to the board of election in each voting place before the hour of opening the polls the alphabetically certified copy of the registered voters of such barrio, together with the proper number of tickets.

XXVIII. There shall be provided at each voting place separate apartments, or, if this is not practicable, desks or tables sufficiently screened from observation of bystanders, at which the voter may prepare his ballot with absolute secrecy. For this purpose the alcalde shall provide the necessary writing materials for the use of voters in preparing their tickets. As many such apartments or desks or tables shall be provided as may, in the judgment of the election board, be required, and not less than one for every one hundred registered voters.

XXIX. Any voter otherwise qualified who is unable for any reason to mark and prepare his ballot may call upon any member of the board of election present to assist him in preparing his ticket, and it shall be the duty of such member, in the presence of one other member of the board, to do so and to mark the ticket as directed. No other person shall be permitted to be within hearing or the possibility of observation at the time such ticket is being marked.

XXX. A person entering the polling place for the purpose of voting shall announce his name to the board of election, one member of which shall immediately repeat the name in a loud, distinct voice; the clerk shall then examine the certified list of registered voters of the barrio and shall announce to the board whether or not such name is found therein. If the name is found duly registered, a member of the election board shall deliver to the voter one ticket and shall indicate to him the place where his ticket may be prepared.

XXXI. If for any reason the voter, in preparing his ticket, shall spoil the same so as to make it unavailable for the purpose of voting, he shall return it to the board of election. Tickets so returned shall be marked "Returned" on the face and kept by the board. Another ticket shall thereupon be delivered to the voter, but not more than three tickets shall be given to any one person. No writing or other marks shall be placed upon the ballot except a cross opposite the name of each person for whom the elector desires to vote and except the names of such individuals, not on the printed list, as the elector may desire to vote for.

XXXII. For the purpose of minority representation, an elector in the province of Santiago shall only vote for four members and their substitutes; an elector in the province of Puerto Principe shall only vote for one member and his substitute; an elector in the province of Santa Clara shall only vote for four members and their substitutes; an elector of the province of Matanzas shall only vote for three members and their substitutes; an elector in the province of Habana shall only vote for five members and their substitutes, and an elector of the province of Pinar del Rio shall only vote for two members and their substitutes.

XXXIII. After preparing his ticket the person offering to vote shall fold it in such a manner that no portion of the face of the ticket shall be visible, and it must not for any reason whatsoever, either by the voter or any election officer, be unfolded or the face exposed previous to depositing it in the ballot box. The ballot so prepared must be handed by the voter, announcing his name at the same time, to a member of the board of election.

The presiding officer must receive the ballot, and before depositing it in the ballot box shall again announce in a loud and distinct tone the name and residence of the voter.

CHALLENGE.

XXXIV. Any person offering to vote may be orally challenged by any elector of the municipality at any time after he enters the polling place, and before the ballot is actually deposited in the ballot box, upon any of the following grounds:

1. That he is not the person whose name appears on the register.
2. That he failed to fulfill in any respect the conditions prescribed in Paragraph I of this order.
3. That he is disqualified for any of the reasons set forth in Paragraph II of this order.
4. That he has previously voted at the same election at another polling place.
5. That he has paid, offered or promised to pay or contribute, any money or other valuable thing as compensation or reward, or has been paid, or has accepted an offer or promise of any money or other valuable thing as compensation or reward for his vote, for the giving or withholding of a vote at this election, or that he has become directly or indirectly interested in any wager depending upon the result of this election.

XXXV. If the challenge is made on the ground that the person offering to vote is not the person whose name appears on the register, the board must tender to him the following oath or affirmation: "You do swear (or affirm) that you are the person whose name is entered on the register of voters of this district."

If the challenge is on any other ground, the board shall tender to the person offering to vote an oath or affirmation in similar form, substantially denying the truth of the ground of the challenge.

XXXVI. In any case of challenge it shall be determined in favor of the party challenged upon his taking the oath or affirmation tendered, which oath shall be subscribed by him and kept by the board of election.

If any person challenged refuse to take and subscribe the oath or affirmation tendered, he will not be allowed to vote.

If the challenge is determined against the person offering to vote, the ballot offered must, without examination, be marked "Rejected on challenge" and kept by the board of election.

The clerk of the board shall keep a list showing the names of all persons challenged, the ground of such challenge, and the determination upon the challenge.

XXXVII. If the elector be not challenged or if the challenge be not sustained, the presiding officer must, in the presence of other members of the board and in the presence of the elector, place the ballot, without opening or examining the same, into the ballot box, and the voter shall forthwith pass from the polling place. When the ballot has been placed in the box, the clerk must write the word "Voted" opposite the name of the elector on the certified copy of the register of voters and shall enter the name of the voter on the poll list.

Immediately on the closing of the polls, the poll list made by the clerk, and a copy thereof, shall be certified to by the members of the board of election and by the clerk in the following form:

At the election held in the municipality of —— ——, barrio of —— ——, voting place —— ——, on the 15th day of September, in the year 1900, A B, C D, and E F, members of the board of election at —— ——, and G H, clerk of said board, respectively sworn or affirmed to perform their duties as required by the election law, previous to entering on their respective duties.

(Then shall follow the names.)

—— ——,
—— ——,
—— ——,
—— ——,

We certify that the above is a correct list of the electors who voted at the said election and that the total number of such electors voting amounts to ——.

(Signed)

—— ——,
—— ——,
—— ——,
Members Board of Election.

—— ——,
Clerk.

XXXVIII. As soon as the polls are finally closed and the list certified, the board must immediately proceed to count the votes given at such election, and the counting must be continued without adjournment until all the votes are counted and the result announced. Any political party organized or independent candidate may designate, in writing, to the board of election of any voting place the name of any qualified elector who may represent such candidate at the polling place of the barrio, and who shall be entitled to be present during the continuance of the count. No other person shall be present during the counting of the votes.

XXXIX. The count must be commenced by taking out of the box the unopened ballots and counting the same to ascertain whether the number of ballots corresponds with the number of names on the poll list. If two or more separate ballots are found so folded together as to present the appearance of a single ballot, they must be laid aside until the count of the ballots is completed; then, if upon a comparison of the count with the number of names of electors on the poll list it appears that the ballots thus folded together were cast by one elector they must both be rejected. The ballots must be immediately replaced in the box, and if the ballots in the box exceed in number the names on the list one of the board must publicly and without looking draw out therefrom and destroy unopened a number of ballots equal to such excess, and the board must make a record on the poll list of the number of ballots so drawn and destroyed.

XL. The board must then proceed to count and ascertain the number of votes cast for each person voted for.

The ballots must be taken out and opened by one of the members of the board, and the ticket must be distinctly read aloud. The clerk shall write down the name of each person voted for, and shall keep the number of votes by tally as they are read aloud. If during the count two tickets are found folded together in the form of one ballot they must both be rejected.

No ballot or part of ballot must be rejected because of any obscurity therein if the board, from an inspection of the ballot, can determine with certainty the person voted for.

If the names of more persons are designated on any ballot found in the box than are permitted by the provisions of Article XXVI, then the entire ballot must be rejected, and such rejection must at the time thereof be noted on the ballot and signed by a majority of the board.

Any ballot found in the box which bears upon the outside thereof anything by which such ballot may be readily distinguished from other legal ballots must be rejected, and a note of such rejection, with the reason thereof, must be entered on the ballot and signed by a majority of the board.

Any ballot found in the box which is so marked on the outside thereof as to tend to impart a knowledge of the identity of the person who voted such ballot shall in like manner be rejected.

Whenever the board of election rejects a ballot or any part of a ballot, it must at the time of such rejection cause to be made thereon and signed by the majority of the board an indorsement of such rejection and of the causes thereof.

All rejected ballots must be preserved and returned in the same manner as other ballots, but in a separate package.

XLI. The ballots as soon as read or rejected for any cause must be strung upon a string by one of the members of the board, the rejected ballots to be strung separately, and the ballots must not thereafter be examined by any person, but must, as soon as all are counted, be carefully sealed in a strong wrapper, marked "Ballots cast at the election, municipality of ——— ———, barrio of ——— ———, at——————, on the 15th day of September, 1900," each member of the board writing his name across the seal. In like manner the rejected list and all other papers relating to the election shall be wrapped, signed, and sealed, suitably marked for identification, and transmitted to the president of the provincial board of canvassers hereinafter provided for.

XLII. After all the votes are counted, the clerk shall make a tally list, setting forth the names of all persons voted for and the number of votes given for such candidate, the number being written at full length, and such list must be signed by the members of the board and by the clerk, substantially in form as follows:

> We hereby certify that at the election in the municipality of ——— ———, in the voting place of ——— ———, and barrio of ——— ———, A B and C D, his alternate, had ——— votes, C D and E F, his alternate, had ——— votes, and E F and G H, his altornate, had ——— votes, etc.

The tally list shall be made in triplicate, shall be read aloud, one copy thereof to be sent to the alcalde, another, together with a copy of the poll list, to be forwarded direct to the civil governor of the province, and the third copy, with the poll list, shall be sent, securely sealed, to the president of the provincial board of canvassers hereinafter provided for.

As soon as practicable after the receipt of the poll lists by the civil governor, he shall cause each such list to be published in the official bulletin of the province.

XLIII. On or before September 1, 1900, each of the political parties locally organized in each province shall send to the military governor a list, not to exceed six names, of the persons whom they may desire to nominate as members of the provincial board of canvassers provided for in the next article.

XLIV. The military governor will select from such lists nine persons, giving equal representation to the several political parties when possible, and these shall form the provincial board of canvassers.

XLV. Immediately upon their appointment by the military governor the members of the provincial board of canvassers shall meet at the capital of the province and shall elect their president and their secretary.

XLVI. The provincial board of canvassers shall hold all their meetings in rooms of the building of the ayuntamiento of the capital of the province, which shall be placed at their disposal by the alcalde municipal, a suitable place being provided for the safe-keeping of the documents, certificates, lists, and ballots which may be sent to the board as provided for in this order.

XLVII. The board shall meet on the 16th day of September, 1900, at noon, and shall be daily in session until it has concluded the canvass of all the votes cast in the province.

XLVIII. No packages or other inclosures shall be broken or opened except in the presence of the assembled board.

XLIX. The board shall recount the votes cast at each polling place and compare the result with the tally list forwarded by the board of elections of such polling place. In case of any difference between the number of votes cast and counted by the board of election and the number appearing in the tally list, the proper correction shall be made. In case of any protest made by an interested party that a vote had been rejected which should properly have been counted, a note of such objection shall be made, but the board shall have no power to decide as to the validity of said ballot, this being left to the determination of the constitutional convention, as hereafter provided for.

L. The board shall group the returns of the various boards of election by municipalities and report the total of votes cast for each individual voted for and his substitute, and shall also report the grand total of the votes cast for each candidate voted for and his substitute.

LI. It shall then declare elected:

For Santiago de Cuba the seven members and their substitutes who shall have received the highest number of votes.

For the province of Puerto Principe the two members and their substitutes who shall have received the highest number of votes.

For the province of Santa Clara the seven members and their substitutes who shall have received the highest number of votes.

For the province of Matanzas the four members and their substitutes who shall have received the highest number of votes.

For the province of Habana the eight members and their substitutes who shall have received the highest number of votes.

For the province of Pinar del Rio the three members and their substitutes who shall have received the highest number of votes.

LII. The duplicate copies of the following shall be made:

1. Detailed minutes of the daily proceedings.
2. Certificates showing the result of the final canvass, setting forth the name of each candidate voted for in the province and his substitute and the number of votes received.
3. The protests which may have been filed asking that rejected votes be counted.
4. A statement whether the counting of such protested votes would change the result of the election.
5. All minutes, certificates, and statements shall be signed by all the members of the provincial board of canvassers.

LIII. Both copies shall be sent to the military governor, one of which will be delivered to the constitutional convention upon its organization.

LIV. A certificate of election, signed by the president and secretary of the provincial board of canvassers, shall be sent to each person elected as a member of the constitutional convention and to his substitute.

In case of a tie vote between two candidates, one of whom would be entitled to be declared elected, the board will withhold certificates of election and report the fact, so that the constitutional convention may decide upon which of the candidates shall be seated.

LV. On completion of the canvass all of these certificates and ballots shall be carefully sealed, care being taken that the ballots rejected and otherwise and the lists of each elector discussed be kept in separate packages. These packages will then be forwarded to the military governor, who shall hold them for the disposition of the constitutional convention. The board of canvassers shall then dissolve.

LVI. Members of the board of registry and of election shall serve without pay, and clerks shall be paid at the rate of $2 per diem while actually engaged in the performance of their duties.

LVII. The boards of registry and election may call upon the municipal police or the rural guards to keep the peace in and about the place of registry and voting, and to protect them and the electors in the free exercise of their duties and rights, and may, in case of absolute necessity, call upon the nearest military commander, if the protection of the police and rural guards be ineffectual.

LVIII. Every person who shall knowingly present a certificate of nomination, bearing a false or fictitious name or names, or signed by others than qualified electors of the province, or who, not being a qualified elector of the province, shall sign a certificate of nomination of an independent candidate, or any person who shall sign a fictitious name to any certificate, or the name of another elector, unless the latter can not sign and specially requests such signature, shall, on conviction thereof, be subject to a fine of $500, or to imprisonment for one year, or to both such fine and imprisonment.

LIX. Every person charged with the performance of any duty under the provisions of this order, relating to elections, who willfully neglects or refuses to perform it, or who knowingly and fraudulently acts in contravention or violation of any of the provisions of this order, or knowingly and fraudulently deprives any individual of his right to register or vote, shall be punishable, on conviction thereof, by imprisonment for not less than six months nor more than one year.

LX. Every person who willfully causes, procures, or permits himself to be registered as a qualified elector in any municipality, knowing himself not to be entitled to such registration, or who shall register in two or more places at the same election, shall be punishable, on conviction thereof, by imprisonment for not less than six months nor more than one year.

LXI. Every person not entitled to vote who fraudulently attempts to vote, or who, being entitled to vote, attempts to vote more than once at this election, or who procures, assists, or advises another person to give or offer his vote, knowing that such person is not qualified to vote, shall be punished, on conviction thereof, by imprisonment for not less than three months nor more than six months.

LXII. Every person not entitled to vote who fraudulently votes, and every person who votes more than once at any one election, or who knowingly hands in two or more tickets folded together, or changes any ballot after the same has been deposited in the box, or adds or attempts to add any ballot to those legally deposited, either before or after the ballots have been counted, or who makes or places any distinguishing mark or device on any ballot, with the view to ascertain the name of any person for whom the elector has voted; or who carries away or destroys, or attempts to carry away or destroy, any poll list or ballot or ballot box, for the purpose of invalidating such election, or willfully detains, mutilates, or destroys any document provided for in this order; or who unlawfully opens any package of such documents, after the same have been sealed, as herein provided, or who alters, mutilates, or counterfeits any certificates of the result of such election; or in any manner so interferes with the lawful conduct of such election, or with the voters' lawful exercise of their right of voting at such election as to prevent such election from being fairly and lawfully conducted, shall be punishable, on conviction thereof, by imprisonment for not less than one year nor more than three years.

LXIII. Every person who by force, threats, bribery, or any corrupt means attempts to influence any elector in giving his vote, or to deter him from registering as a qualified voter, or from giving his vote, or attempts by any means whatever to restrain or disturb any elector in the free exercise of his right of suffrage, or to deter any elector from signing any petition for the nomination of any candidate, or who, being and acting as a member of any board of elections, shall advise or induce, or attempt to induce, any elector to vote differently from what such elector intended or desired to vote; or who, being a member of the board of elections, and called upon to mark a ballot for any elector under the provision of Paragraph XXIX, fails to mark the same as directed by such elector; or who at any time thereafter shall ever disclose or reveal, directly or indirectly, the names of the candidates voted for by such elector, shall, upon conviction thereof, be punishable by imprisonment for not less than six months nor more than one year.

LXIV. Every person who makes, offers or accepts any bid or wager on the result of this election, or on the success or failure of any candidate, or on the number of votes to be cast in the aggregate, or for any particular candidate, upon conviction thereof shall be disqualified to hold any office as the result of such election, and shall be punished by imprisonment for not less than one month nor more than three months.

LXV. Every person who holds any public office, or who, being a candidate for such office at this election, offers or agrees to appoint or procure the appointment or nomination of any particular person to an office as an inducement or consideration to any person to vote for or to procure or aid in procuring the nomination or election of such candidate, or who threatens or offers to remove or reduce from office, or raise or secure the reduction or raising of the salary of any employee in the public service for the purpose of controlling the action of such employee in the exercise of his electoral right, shall, on conviction thereof, be disqualified to hold any office, and shall be punished by imprisonment for not less than six months nor more than two years.

LXVI. Every person who refuses to an employee under his direction, who is entitled to vote or register at this election, the opportunity of presenting himself for registration or voting, or subjects such employee to a reduction of wages or any other penalty because of the exercise of such privilege, shall be, upon conviction thereof, punished by imprisonment for not less than three months nor more than six months.

LXVII. It shall be the duty of the alcaldes, and of all persons charged with any duty under this order, to institute a prosecution against any person or persons whom they shall find reason to believe guilty of a violation of any of the foregoing provisions.

J. B. HICKEY,
Assistant Adjutant-General.

No. 317.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 11, 1900.

The military governor of Cuba directs me to announce the following resignation and appointment:

I. The resignation of Juan Bautista Hernandez Barreiro as secretary of the department of justice, having been submitted on account of ill health, is hereby accepted.

II. Miguel Gener y Rincon is hereby appointed secretary of the department of justice, vice Juan Bautista Hernandez Barreiro.

J. B. HICKEY,
Assistant Adjutant-General.

No. 318.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 13, 1900.

The military governor of Cuba directs the publication of the following order:

All fines imposed and collected by correctional judges will be paid into the treasury of the municipality where the court is located and will be accounted for among municipal receipts.

J. B. HICKEY,
Assistant Adjutant-General.

No. 319.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 13, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order, amending order No. 266, current series, Headquarters Division of Cuba:

Matriculation.—Students admitted to the University shall pay $60 a year, in four payments.

* * * * * * *

J. B. HICKEY,
Assistant Adjutant-General.

No. 320.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 15, 1900.

The military governor of Cuba directs the publication of the following order.

Order No. 298 of Headquarters Division of Cuba, dated July 20, 1900, is hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

No. 321.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 15, 1900.

The military governor of Cuba directs the publication of the following order:

I. Pedro Gonzalez Llorente y Ponce, Emilio Iglesias y Cantos, and Juan Victor Pichardo y Gonzalez are appointed to constitute a commission to investigate and report upon the claims of property and property rights of every kind and nature made by the bishopric of Habana.

II. To carry out the objects of said commission, it is hereby authorized and empowered to call witnesses to take testimony under oath or affirmation, to call for the production of all private and public documents, and to hear evidence and arguments on behalf of persons or corporations directly interested.

III. All notaries, registrars of property, and other officials shall produce the documents or records, or certified copies thereof, as called for by the commission, and shall receive no fees therefor.

IV. The report of the commission shall be in detail as to each piece or parcel of property and as to each specific property right claimed by the bishopric of Habana, setting forth its findings of fact and its conclusions of law thereon, and shall, if the commission consider it necessary, make such general or specific recommendations as justice may require.

V. A refusal on the part of any person or corporation to appear and testify or to produce documents will be punished by the courts in like manner as in similar cases of disobedience of the mandates of a judge or tribunal.

VI. Such counsel, stenographers, and assistants as may be found necessary will be appointed hereafter.

J. B. HICKEY,
Assistant Adjutant-General.

No. 322.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 15, 1900.

The military governor of Cuba directs the publication of the following:

Lieut. Col. William V. Richards, assistant adjutant-general, U. S. V. adjutant-general, Division of Cuba, having been relieved from duty on the island, the military governor desires to express his sincere and profound appreciation of the high and efficient character of the services which Colonel Richards has rendered to the military government and to the people of Cuba since January, 1899. This expression can be made only in very general terms. The variety of the duties which have fallen to him have been great, calling not only for many hours of mental labor day and night, but also for the exercise of excellent judgment and great executive ability, in the discharge of which duties Colonel Richards has been singularly successful, and the work done by him has contributed very largely to whatever success may have been attained by the military government of Cuba.

J. B. HICKEY,
Assistant Adjutant-General.

No. 323.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 15, 1900.

The military governor of Cuba directs the publication of the following order:

Lieut. Col. Hugh L. Scott, assistant adjutant-general, U. S. Volunteers, is hereby announced as adjutant-general of the Division of Cuba, vice Richards, relieved.

J. B. HICKEY,
Assistant Adjutant-General.

No. 324.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, and for the benefit of the service, directs the publication of the following order:

I. Manuel Monteverde, fiscal of the audiencia of Puerto Principe, is hereby appointed associate justice of said court, vice Manuel Nicolas Hernandez.

Manuel Nicholas Hernandez, associate justice of the audiencia of Puerto Principe, is hereby appointed fiscal of said court, vice Manuel Monteverde.

II. The above-mentioned functionaries will continue to draw the pay assigned to the positions which they at present occupy until the date on which they take possession of their new places in conformity with the present order.

III. The provisions of this order will go into effect September 1, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 325.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 16, 1900.

The military governor of Cuba directs me to announce the following appointment and resignation:

To be subsecretary of justice of the island of Cuba, Gaston Mora y Varona, vice Ramon de Meza y Suarez Inclan, resigned; said appointment to date from August 14, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 326.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Order No. 285, current series, Headquarters Division of Cuba, providing for an exchange of offices between Fernando Salcedo y Bonastra, appointed judge of primera instancia é instrucción of Colon, and Roberto Mendez Penate, filling a like office in Santa Clara, is hereby revoked.

II. Judge Salcedo shall take charge of the court of primera instancia é instrucción of Colon, and Judge Mendez Penate shall remain in possession of the court of Santa Clara.

J. B. HICKEY,
Assistant Adjutant-General.

No. 327.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 17, 1900.

The military governor of Cuba, upon recommendation of the secretary of agriculture, commerce, and industries, directs the publication of the following order:

I. Article III, Order No. 102, series 1899, Headquarters Division of Cuba, is hereby amended to read as follows: The smallest sizes of sponges that may be lawfully taken by the fishermen of Caibarien within the maritime belt of said port shall be as follows: Line female, 35 centimeters (14 inches); eyed female, 35 centimeters (14 inches); cave male, 30 centimeters (12 inches); hairy or silky male, 25 centimeters (10 inches); hard fine male, 25 centimeters (10 inches); glove, 20 centimeters (8 inches); rock, 15 centimeters (6 inches).

II. Said amendment refers solely to the fisheries of Caibarien, Article III, Order No. 102, remaining in force for all other fisheries of the island.

III. The provisions of this order shall remain in force until the dimensions of the sponges which may be taken in the breeding grounds of the maritime zone of Caibarien are definitely fixed by the military government at the conclusion of the investigations on the subject which are being made at present by competent persons.

J. B. Hickey,
Assistant Adjutant-General.

No. 328.

Headquarters Division of Cuba,
Habana, August 19, 1900.

The military governor of Cuba directs the publication of the following order for the information and guidance of all concerned in the island of Cuba:

With the approval of the Secretary of War, paragraph 6, on page 20 of the Customs Tariff for Ports in the island of Cuba, published at the Government Printing Office in Washington, is hereby amended so as to read as follows:

6. Crude oils derived from schists, including crude petroleum; axle grease for cars and carts,

G. W.. 100 kil......$1.40

Provided that (a) Crude petroleum to be used exclusively in the manufacture of illuminating gas and only at gas works in Cuba, and used for no other purpose, said gas works to be subject to inspection by the customs authorities; and provided that the importer gives such bond as may be regarded necessary by the collector of customs.

G. W.. 100 kil......$0.70

This modification shall apply to all importations of crude petroleum in Cuba from and including June 15, 1900.

J. B. Hickey,
Assistant Adjutant-General.

No. 329.

Headquarters Division of Cuba,
Habana, August 11, 1900.

The military governor of Cuba directs me to announce the following appointment:

To be civil governor of the province of Pinar del Rio, Joaquin M. Quilez, vice Guillermo Dolz y Arango, resigned.

J. B. Hickey,
Assistant Adjutant-General.

No. 330.

Headquarters Division of Cuba,
Habana, August 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

An exchange of office is hereby directed between Francisco Noval y Marti, associate justice of the sala de lo criminal of the audiencia of Habana, and Francisco Guiral Pollo, associate justice of the sala de lo civil of the same court.

J. B. Hickey,
Assistant Adjutant-General.

No. 331.

Headquarters Division of Cuba,
Habana, September 1, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. An exchange of office is hereby directed between Manuel Mojarrieta Olazabal, judge of primera instancia é instrucción of Puerto Principe, and Raul Trelles y Govin, holding a like position in the city of Matanzas.

II. Said functionaries will continue to draw the pay assigned to their present offices until the date on which they take possession of the places to which they are respectively transferred.

J. B. HICKEY,
Assistant Adjutant-General.

No. 332.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 4, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The municipal court of Pepe Antonio is hereby reinstalled in the ward of that name, in the municipal district and judicial circuit of Guanabacoa, province of Havana. Said court is at present sitting in the town of Campo Florido, in the same municipal district, in accordance with the provisions of order No. 51, series 1899, of these headquarters, which is hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

No. 333.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 4, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Jurisdiction is hereby given to the court of primera instancia é instrucción of the northern district and to the correctional court of the first district of the city of Habana, to try and to punish, as the case may be, all delitos and faltas that may be committed in the bay of Habana.

II. The provisions of this order shall not interfere with any special provisions contrary thereto which may be in force.

J. B. HICKEY,
Assistant Adjutant-General.

No. 334.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 4, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Recording offices (of judicial proceedings) of any city or town of the island of Cuba which may be vacant at the publication of this order, or which in the future may become vacant, shall be filled by the secretary of justice as provided for in the digest of January 5, 1891.

II. The provisions of the preceding article shall be without detriment to the faculty conferred upon the government by Article VI, order No. 263, current series, to make the reduction in offices referred to in said article.

J. B. HICKEY,
Assistant Adjutant-General.

No. 335.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 4, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following regulations for the formation of the assessment records that will serve as a basis for the direct taxation of real estate in this island.

CHAPTER I.—*General provisions.*

I. A record of urban property and another of rural property shall be immediately made in every municipal district.

II. The declarations, made by taxpayers on Forms 1 and 2, which will be distributed at their domiciles, shall serve as a basis for said records.

III. A declaration in triplicate will be made for each kind of property owned by the taxpayers.

IV. A board will be constituted in every municipal district (with the exception of Habana, which will be ruled by its constitutive law) to deal with the making of the records. It will be composed of councilmen of the ayuntamiento and of taxpayers, presided over, ex officio, by the alcalde, and its secretary will be any employee appointed by the ayuntamiento.

This board shall be composed: In Matanzas, Puerto Principe, Santiago de Cuba, Cardenas, Sagua la Grande, and Cienfuegos, of five councilmen and seven taxpayers; four for urban estates and three for rural estates located within the respective districts. In the other districts the board shall consist of four councilmen and six taxpayers; three for urban estates and three for rural estates that are likewise located within the respective districts.

V. The councilmen and taxpayers who are to compose each board will be appointed by the respective ayuntamientos.

Taxpayers for rural property must be representatives of each of the different kinds of estates in the district; such as farms (sitio de labor); tobacco plantations (vega); grazing farms (potrero); sugar plantations (ingenio), etc.; this fact being mentioned in the appointment.

If the board should not have the number of members necessary to represent the above classes of rural estates, the latter shall be grouped so as to represent analogous interests.

The taxpayers, whether for urban or rural estates, shall be selected from those who appear in the assessment with the greater, medial, and lesser quotas, and who have not lost the character with which they appear enrolled in the collection list. The quotas assigned to the appointee in said lists will be mentioned in the appointment.

The taxpayers and councilmen appointed must be residents of the municipal district.

Such appointments shall be made by the ayuntamiento in a session called for that purpose; each member will be voted for separately, and the voting shall be by ayes and noes.

Those obtaining a majority vote shall be appointed.

VI. When the members of the board are appointed the alcalde will proceed to organize the same, and said board shall elect a vice-president to preside in cases of absence, illness, or death of the alcalde.

VII. A zone board shall be constituted in the capital of each fiscal zone, to be presided over by the administrator of internal revenues and taxes of the fiscal zone. It will be composed of 20 taxpayers in the fiscal zone of Habana, 10 for rural estates and 10 for urban estates, and 14 taxpayers in the other fiscal zones of the island, 8 for rural estates and 6 for urban estates.

Two engineers and an architect, appointed by the department of public works, an agricultural expert designated by the department of agriculture, commerce, and industries, and the director of the institute of Segunda Enseñanza shall form part of the board of the fiscal zone of Habana. In the other zones an engineer and an agricultural expert, respectively designated by the aforesaid departments, and the director of the institute of Segunda Enseñanza, if there should be one, will be members of the boards. The secretary of such boards will be designated from among the employees of the administration by the administrator of internal revenues and taxes of the zone.

The taxpaying members of the zone boards shall be appointed by the alcalde of the capital of the zone, and to that effect each municipality of said zone will present a ternary list, designated by the respective ayuntamiento, within fifteen days following the constitution of the municipal boards, the class and quota of each taxpayer comprised in the list being expressed.

The persons designated by the ayuntamientos must be taxpayers in the district, residing in the capital of the zone; if there are none of the above class, they must belong to the adjacent districts with residence in said capital. The alcalde of the capital of the zone will select the members of the board from among the above, so that one-half shall be taxpayers for urban estates and the other half for rural estates, who reside in the capital of the zone.

If there should be no taxpayers in the adjacent district or districts residing in the capital of the zone the ayuntamiento can designate those whom it may deem suitable from among the residents of said capitals or their surroundings, after they have signified their acceptance of the charge.

The alcalde of the zone capital will publish the appointments twelve days after the close of the period for the designation of the municipal ternary lists, reporting same to the departments of public works and of agriculture, commerce, and industries, for the designation of the members to be appointed by them, in case they should not have done so already. In lieu of agricultural experts and engineers the department of agriculture and public works may designate a person practically competent in agricultural matters or a surveyor, who may have signified acceptance of the office.

VIII. Services rendered as members of the municipal and zone boards are voluntary and gratuitous for taxpayers and obligatory and free of charge for councilmen and public officials and experts or experienced persons designated by the departments of public works and agriculture, commerce, and industries.

IX. The department of finance shall have the higher supervision and direction of this service. It will decide appeals filed by taxpayers against the decisions of the boards, and elucidate other matters submitted to it for decision.

X. It shall be the duty of the municipal boards to collect the necessary data for the registers of estates, form said registers, verify and propose the salable and income value of the estates, establish the average price of their products, and draw up the assessments.

It is the duty of the zone boards to examine and definitely approve the registers, the salable and income value of the estates, and the average price of their products.

The proceedings of both boards shall conform to the provisions of these regulations, in accordance with the instructions they may receive from the department of finance.

XI. The municipal boards must also verify the statements of the proprietors, rectify defective statements, and draw up the declarations of proprietors not presented within the fixed term, after summoning the interested parties, or two resident taxpayers, whenever such summons be not possible. In the latter case the residents referred to must sign the declarations.

XII. The boards may form committees, and shall take into account the importance of the town, the extension of its mutual district, and the work to be performed; but the deliberations shall be in full and public session. Resolutions shall be adopted by a majority of votes, and voting will always be by ayes and noes. The minutes of the proceedings will be kept in the same manner as those of the ayuntamientos.

For deliberations and decisions, the attendance of two-thirds of the whole number of members is requisite, but a lesser number attending the meetings may adopt stringent measures to complete the quorum.

Members failing to attend the sessions shall pay a fine of $5 to the municipal treasury for every unjustified absence.

XIII. The boards shall hold ordinary and extraordinary sessions. The former will be determined upon when the boards are organized, and the latter may be called by their president, either of his own accord or at the written request of two members; the object of the same shall be always stated in the decision therefor and in the letter calling the meeting, but no other business will be transacted at such meetings.

CHAPTER II.

XIV. The properties subject to the real estate tax are:

1. Cultivated lands and those which are not actually under cultivation, but which produce an income to their owner or to parties holding their usufruct.

2. Those devoted to recreation or pleasure grounds, whether they be cultivated or not.

3. Urban buildings used as dwelling houses, stores, factories, and plants, whether they be within town limits or in the country, excepting dwelling houses forming part of rural estates and which pay taxes under this head.

4. Annuities or rent charges (censos), tributes, pensions, and any other liens whatsoever, either perpetual, temporary, or redeemable, established on rural or urban property.

XV. The following shall be exempted from taxation:

TOTAL AND UNLIMITED.

1. Buildings belonging to the State and to the municipalty; those devoted to asylums, hospitals, jails, general and local charitable institutions, reformatories, and those of the common property of towns.

2. The ground occupied by the main or transversal lines of railroad companies, as also the buildings on said lands used as stations, switches, sidings, platforms, warehouses for loading and unloading freight, shops, and other annexes necessary for the working of the lines.

3. Farms cultivated or inhabited by their owners, which, according to the assessments, may have a net taxable annual income not exceeding $50, nor have a salable value greater than $600, and when their proprietors do not own more than one farm and are not taxpayers for any other item.

4. Urban estates, inhabited by their owners, that are under the same conditions as the rural estates mentioned in the foregoing paragraph, except that their value must not exceed $500.

5. Churches, temples, and cemeteries, without detriment to the tax established on the latter by order No. 254.

PARTIAL OR TEMPORARY EXEMPTION.

1. Ponds, swamps, bogs, and mangrove fields that have been drained, when they are cultivated, to be used for pasture, shall be exempted for five years, and for twenty years when devoted to the planting of timber for building purposes.

2. Lands actually devoted to the cultivation of cotton, or any other product not cultivated in this country, shall be exempted for four years, provided that said exemption be made in each case by the General Government.

3. Urban buildings during the period of their construction or total reconstruction, and for six months after the works are ended.

XVI. The net taxable income of urban estates shall be what is left after deducting from the gross annual income 25 per cent for repairs and unproductive periods (huecos y reparos).

The gross income shall be computed by the year, by taking twelve times the monthly rental paid on such property in the locality, or twelve times the estimated monthly rental if the property be occupied by the owner, tenant, holder of the usufruct, or any party dwelling there rent free.

XVII. On rural estates the taxable income will be fixed in conformity with the annual income value of the same according to what is cultivated thereon. The taxable income of rural estates which are leased will be the amount of rent paid by the lessee when such amount appears adequate to the board.

CHAPTER III.

XVIII. Within twenty days following the publication of these regulations in the Havana Gazette, the ayuntamientos will proceed to constitute the municipal boards of assessementos.

As soon as these boards are constitued they will cause the printed blanks, according to forms 1 and 2 for urban and rural estates respectively, to be distributed in triplicate among the taxpayers of the district, directing the latter to fill said blanks themselves or through expressly authorized persons within fifteen days.

The proprietors, administrators, directors of companies, and, in general, residents outside of the districts where the estates are located, may forward their declarations by mail under registered cover, through persons holding written authority therefor, or deliver them to the board of the town where they reside to be forwarded; the sender shall furnish the necessary postage for that purpose.

XIX. The municipal boards will direct that notices be posted in the customary places announcing the distribution, and that said notices remain posted while the distribution is being made and during the period granted for the taxpayers' declaration. During these periods, the notices will be published at least twice a week in the local paper where the municipality is accustomed to insert its notices, and if there is no newspaper in the place, the publication will be made in the paper of the nearest locality.

The date of the expiration of the period for the presentation of declarations will be stated in the notices.

XX. If an estate has more than one proprietor, each of them if he receives separately his part of the income, shall present a sworn statement or declaration stating the portion that should come to him.

XXI. Parties managing estates whose owners are absent or legally disqualified, the directors and administrators of all classes of societies and concerns, the judicial administrators, syndics, or common representatives of any corporation or collectivity, and those having charge or management of State, provincial, or municipal property, or any pertaining to the church, the clergy, and monasteries will all present the declarations of the properties under their control.

XXII. Coproprietors of lands held in common (haciendas comuneras) will declare the extent of the inclosed land they possess, stating in a note at the foot of the declaration the title by virtue of which they are joint proprietors, the time that the land they hold has been inclosed and the relative portion thereof they hold (en pesos de posesión, wherever it is customary to designate their right in such manner).

If the division should have been undertaken and the syndics already appointed, the latter shall present their own declarations. If the estates should have been already marked out and in the period of entero (division of property to be adjudicated to each owner), the syndics shall also declare the portions that may not yet have been marked out.

XXIII. The lessees or holders of rural estates will also declare the estates they are working.

XXIV. Parties failing to state the truth in their declaration shall be considered as defrauders of the state.

XXV. Municipal boards, in order to ascertain the income of estates, may adopt in doubtful cases all legal means of verification. They can take sworn testimony, summons parties and receive their declarations, ask for documents, make inspections and finally resort to the opinion of experts, all parties concerned shall be summoned and be warned of the above, but they can not prevent the investigation.

XXVI. Blank forms for the sworn statements will be distributed by any municipal agent and by residents who may be willing to do so, binding themselves to the good and faithful performance of their charge. The latter will sign a receipt for the blank forms delivered to them, and for the list of persons to whom they are to be delivered.

One of the triplicate declarations will be returned to the person declaring with the seal of the board and the signature of the president thereon. Another one will be forwarded to the board of the fiscal zone.

XXVII. While the sworn declarations are being received, two registers will be formed; one of urban estates according to form No. 3, and another of rural estates according to form No. 4.

In the register of urban estates each of these will be entered according to the alphabetical order of the streets of the district, following the numerical order of the estates.

Whenever there are remote wards, a register will be opened for each of them, in the manner established in the preceding paragraph.

When the numbers should be changed by reason of the destruction of buildings, or the existence of squares, churches, deserted lots, etc., the circumstances must be noted in the registers. All proper exemptions that estates enjoy will also be expressed.

The register of rural estates will be kept by wards or sections, the estates being entered in alphabetical order, and mention shall be made of the estates which are worked by their owners and those that are leased. In the part relating to the taxable income, the exemption it enjoys and the duration of the benefit will be stated whenever proper.

These registers must be ready within forty days from the end of the period granted to taxpayers wherein to present their declarations.

Any errors, defects, or omissions appearing in the declarations shall be corrected during said period, notice thereof being given to the parties concerned, and all the estates omitted in the declarations, whatever kind they may be, shall be recorded and assessed.

XXVIII. After the establishment of the register of estates a separate one for taxpayers will be made in alphabetical order of name and mentioning the estate or estates belonging to each one. If any taxpayer should designate a person of the locality to deal with the board or with the collection, whenever made, this shall be stated after the name of the taxpayer.

XXIX. At the end of the period for the formation of the registers, the board will proceed to discuss the income of profits and income and salable value of the estates, on the basis of the declarations of the taxpayers.

A list of the urban estates whose declared income must be verified, will be published weekly in the local papers, if there are any, and posted in public places.

In said lists shall appear whatever changes the board may deem proper; they shall be made known to the taxpayers residing in the district, and those absent shall be notified thereof in writing.

If taxpayers accept the changes these will be considered as fixed and will be entered in the registers. If they do not agree to them the verification authorized by Article XXV will be proceeded with.

XXX. In regard to rural estates, when the declarations have been received and the registers of estates of that kind are ready, the salable and rent value declared by the taxpayers will be examined; this examination will follow the order of names in the registers; a minute of the decisions will be drawn up, and a copy will be forwarded to the board of the fiscal zone.

In said examination the boards will take into account the class of the lands, the greater or lesser facilities for transporting products to the nearest markets, or to the stations of railroads or landings of the coasts and rivers, and the greater or lesser population fit for agricultural pursuits, all of which contributes materially to the increase or diminution in value of the products and income of each estate.

They will also consider the value of the fruits and products, but for increase in value they shall not take into account the greater amount or greater perfection of the cultivation, nor for decrease in value in the carelessness or negligence of the owners, lessees, or managers of the estate.

To form their opinion, the boards will avail themselves of the data of permanent character in the existing assessment.

XXXI. With the data referred to in the preceding article, the municipal board, by a majority of votes, will fix the salable and income value of the estates.

XXXII. Whenever the valuations of the boards differ from those of the taxpayers, the latter shall be informed of the difference and the grounds for the same, and together with the data furnished by the interested parties, the draft with an explanatory report shall be forwarded to the board of the fiscal zone through the administrator of revenues and taxes, for the definite decision of the former on the valuation, care being taken that the values be in accord with the true condition of affairs throughout the zone, and due consideration shall be had for the status of each locality.

XXXIII. The value of forests and woods shall be estimated according to their quality and average annual yield, such as wood for fuel, charcoal, timber, etc.; taking into account the value of each of these products in fixing the income.

XXXIV. Lands used for minor products, for the sustenance of the inhabitants or proprietors of farms devoted to the cultivation of cane, tobacco, coffee, cocoa, or for grazing, will not be considered in the computation of the income.

XXXV. Liens and encumbrances, temporary or perpetual, voluntary or legal, shall not be deducted from the income and value of an estate; consequently they will not alter the taxable income.

XXXVI. The municipal boards shall examine the declarations, verify them whenever necessary, and make the draft of the valuation of rural estates within sixty days from the close of the period for the formation of the registers.

XXXVII. Immediately after their installation the boards of fiscals zones shall collect all necessary information to ascertain the estimated income and salable value of the estates in the zone. They shall also obtain data for the statistics of cultivation and get the current price of cane per cartload of 100 quarters, of tobacco per hoop-pole sold in the vega and per bale, as well as the value of all other products and of different kinds of cattle. For such work they can make use of all the data existing in the public offices and archives, and for which they shall make request in due form.

XXXVIII. Zone boards will have the period of sixty days within which to examine and approve the minutes of the registers of rural estates of each municipal district, to be reckoned from the end of the period for the formation of said registers by the municipal boards.

If municipal boards are tardy in forwarding documents and books they may press them for the same and inform the department of finance thereof.

XXXIX. The record shall contain all the estates of the district, whether they be urban or rural.

The urban estates will be entered in alphabetic order of streets and by the order of their numbers, stating the names of the proprietors, salable value, declared income, the one fixed by the board, amount deducted for huecos y reparos, taxable income, rate and quota of taxation.

Following the estates located within the town limits those of the outside wards shall be entered in the same manner.

After the valuations proposed by the municipal boards in the book of minutes of rural estates have been approved by the fiscal zone boards, said municipal boards shall fill the corresponding blanks in the books and make the general record of the district.

Estates shall be entered on the records of rural estates in the order in which they appear in the registers, and the name of the proprietor, salable value, gross income, taxable income, rate of taxation and quota contributed, shall be mentioned therein.

Both records shall be ready within thirty days from the receipt of the data from the zone board.

XL. Registers and records will be paged with letters, and on the first leaf of each volume the secretary of the board, with the approval of the president, will certify to the number of folios in each volume; and every estate will have its number and folio.

XLI. As soon as the records of both urban and rural estates are drawn up, certified copies of the same will be forwarded to the department of finance.

XLII. The records will be open to the public for the period of one month, so that proprietors may file any claims they may deem proper.

XLIII. Definitive decisions of the municipal boards are appealable before the zone boards, and those of the latter before the secretary of finance.

Appeals must be filed within five days from the date the party concerned was notified of the decisions against him.

Municipal boards may also appeal to the secretary of finance within the same period against the decisions of the zone boards.

XLIV. Decisions directing verifications are subject to appeal.

XLV. Proprietors may unite in defense of their own rights and for the protection of the general interests of the district where they reside.

XLVI. Against decisions of the secretary of finance the contencioso-administrativo recourse can be had in the form and period established by the laws in force.

XLVII. Taxpayers may also resort to the ordinary jurisdiction of the courts and the usual proceedings against the members of boards in case of inexcusable negligence or malice displayed in decisions detrimental to their interests.

XLVIII. All money values shall be in United States currency.

Chapter IV.—*Estates added to the registers or stricken therefrom.*

URBAN ESTATES STRICKEN FROM THE REGISTERS.

1. Proprietors who have been duly authorized to reconstruct their estates or to effect total repairs on the same, will be exempted from the payment of taxes during said works and for the period of six months from the date the works are finished. In order to obtain this exemption they will forward or present to the municipal board a copy of the permit to effect said works.

The interested parties must request the aforesaid exemption within a period of fifteen days from the date of the issue of the permit. Failure to make said request shall entail forfeiture of right to the benefit, and the parties shall pay the tax corresponding to the estate, besides being obliged to declare the increase of income resulting from improvements.

2. When the permit for the building or reconstruction of the estate is authenticated, the municipal boards shall order that it be dropped from the lists; they shall make the necessary notations in the records and registers and communicate the facts to the zone board and to the department of finance.

3. The same shall be done when the demolition of an estate on account of its ruinous condition, or its expropriation by reason of public utility, is ordered by the competent authority; the cause thereof and the authority shall be mentioned in either case, and the notations referred to in the preceding paragraph shall be made in the records and registers and communicated to the zone board and the department of finance.

4. Estates changing owners shall in no case be dropped from the registers. Whenever a change occurs the parties acquiring the property will give notice of the change of ownership to the municipal boards for the simple entry in the records and registers; the board will take note of the date of the deed, the office where the transfer was made, and the registry of property where it was recorded; this information shall be taken from the deed, a simple copy of which will be forwarded by the parties concerned, properly signed by them.

5. The tax due on an estate when it is dropped from the register shall be such as corresponds to the period elapsed in fractions of a quarter or half year, according to either manner of collection pursuant to provisions in force.

6. Whenever an estate is divided in two or more parts belonging to different proprietors each of them is obliged to present a declaration as provided for in Article XX.

URBAN ESTATES ADDED TO THE REGISTERS.

7. Newly constructed buildings and all those whose temporary exemption should have expired, and which are therefore obliged to pay taxes as prescribed by these regulations, will be included in the record.

Within fifteen days following the end of the six months' grace, whenever owners totally reconstruct a building or erect a new one, they shall also present a declaration according to form No. 1 to the municipal board, in conformity with the provisions of these regulations. They are likewise obliged to declare the increase in income, whenever this exceeds the one stated at the time the records were made.

If they fail to do this the municipal boards will effect it in accordance with what is prescribed in Article XI.

The provisions of Chapter III will be observed for the verification of the income declared by the proprietors and the proper notations in the records and registers.

RURAL ESTATES STRICKEN FROM THE REGISTERS.

8. Cancellation of rural estates will be requested in the same manner as that for urban estates; the municipal board will certify to the cause that originates the partial or temporary exemption, as may be proper, and the corresponding notations shall be made in the records and registers.

The cancellations will be made in the manner prescribed for the city property. The zone board and the department of finance shall be informed thereof.

RURAL ESTATES ADDED TO THE REGISTERS.

9. Whenever the causes that may have determined the partial or total exemption spoken of in these regulations should have ceased, owners will present the sworn declarations according to form No. 2, and the board will observe the rules on city property relating to the urban estates added to the registers.

10. The syndics of haciendas comuneras which are in the period of adjudication, and who, according to these regulations, are obliged to indicate the undivided lands in the same, will notify the municipal boards as to which of said lands have been taken up, so that they may summon the owners to declare the lands they have just received in order that they be included in the record.

11. The boards will be responsible for any omission or mistake that may be observed in the declarations for additions or cancellations, and they should see that taxpayers pay their corresponding quotas.

12. Additions or cancellations of estates will not alter the order of the records and registers, the correlative numbering of every street being preserved in the urban and that of the location of the estates in the rural ones, according to the provisions of Article XXXIX, although each estate will have its number and folio, as mentioned in Article XL.

CHAPTER V.—*The investigation.*

XLIX. In accordance with order No. 138, of Headquarters of Division of Cuba, April 5, 1900, the service of inspection will be performed by the administration.

L. Parties declaring a lesser income than that received from their estates, or less amount of products, will be considered as defrauders of the State.

LI. Proceedings of investigation may be commenced by order of the mayor or of the municipal board, but in either case said board shall report thereon.

LII. Proceedings of investigation shall be carried on with the participation of the parties concerned, and they shall have the same rights of appeal prescribed in articles XLIII and XLVII of these regulations.

LIII. Whenever the existence of fraud is proved, the parties concerned shall pay a fine of from $50 to $100, and double the tax they have failed to pay, making payment thereof in full to the municipal treasuries, in accordance with the hereinbefore-mentioned order of the military governor.

J. B. HICKEY,
Assistant Adjutant-General.

[Form No. 1.]

URBAN ESTATES.

Province of ——— ———. Municipal district of ——— ———.
Sworn declaration presented by the undersigned, in triplicate, as ([a]) ——— ———, resident of ——— ———, of the urban estates which ([b]) ——— ———, in said municipal district, ——— ———.

Street and number of property.	Ward.	Number of stories.	Materials of which built.	Surface measurement and boundaries.	Salable value.		Monthly rental.		Mortgages upon property.					Annuities and other recognized liens.		
									Amount of mortgage.		Annual interest of mortgage.		Name of person holding mortgage.	Amount of encumbrance.		Person, corporation, institution or convent in whose favor it is acknowledged.
					Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.		Dolls.	Cts.	

[a] The declaration must be presented by parties mentioned in Article XXI of the regulations.
[b] Must express the character under which they are presented, in accordance with Article XXI of the regulations.

[Form No. 2.]

RURAL PROPERTIES.

Province of ——— ———.
Sworn declaration presented by the the undersigned, in triplicate, as ([a]) ——— ———, resident of ——— ———, of the rural property which ([b]) ——— ——— in said municipal district.

Class and name of the estate.	Ward where situated.	Surface measurement and boundaries.	Production.						Heads of cattle.							Woods.
			Cart loads of sugar cane.	Bales of tobacco.	Quintals of coffee.	Quintals of cocoa.	Minor products.	Kind or breed of cattle.	Horses.	Mules.	Asses.	Horned cattle.	Sheep.	Goats.	Hogs.	Extension of same and classes of timber.

Class and name of the estate.	Value of estate.				Name of the tenant or lessee.	Residence of tenant or lessee.	Means of locomotion and transportation used.		Mortgages on property.				Annuities or other recognized liens.			
	Saleable value.		Income value.				Number of wagons.	Kilometers of railroad, stating whether narrow gauge, standard gauge, animal power, or steam power.	Sum total.		Annual interest.		Name of the holder of mortgage.	Sum of encumbrances.		Person, corporation, institution, or convent in whose favor annuity or liens recognized.
	Dollars.	Cents.	Dollars.	Cents.					Dollars.	Cents.	Dollars.	Cents.		Dollars.	Cents.	

[a] The declaration must be presented by the parties mentioned in Articles XXI, XXII, and XXIII.
[b] Must express the character under which they are presented, in accordance with Articles XXI, XXII, and XXIII.

[Form No. 3.]

REGISTER OF URBAN ESTATES (ARTICLE XXVII OF THE REGULATIONS).

Number ——. Folio ——.

Street and number of the property.	Ward.	Number of stories in the building.	Materials out of which built.	Surface measurement.	Boundaries.	Name of proprietor.	Remarks.*

*Under remarks, statement shall be made of all required by paragraph 4, Article XXVII, and exemptions mentioned in Article XVI.

[Form No. 4.]

REGISTER OF RURAL ESTATES (ARTICLE XXVII OF THE REGULATIONS).

Number —— Folio ——

Class and name of estate.	Ward in which situated.	Surface measurement and boundaries.	Production of estate.	Name of proprietor.	Name of tenant or lessee.	Remarks.*

*In this column shall appear the exemptions enjoyed in accordance with provisions of Article XV.

[Form No. 5.]

GENERAL REGISTER OF URBAN PROPERTY (ARTICLE XXVIII OF THE REGULATIONS).

Number ——. Folio ——

Street and number of the property.	Ward.	Number of stories.	Materials out of which built.	Surface measurement and boundaries.	Value declared by proprietor.				Value assigned to property by the board.				Name of proprietor.	Remarks.*
					Sale value.		Income.		Sale value.		Income.			
					Dollars.	Cts.	Dollars.	Cts.	Dollars.	Cts.	Dollars.	Cts.		

*See note on Form No. 3.

[Form No. 6.]

GENERAL REGISTER OF RURAL ESTATES (ARTICLE XXVIII OF THE REGULATIONS).

Number ——. Folio ——.

Class and name of the estate.	Ward in which situated.	Surface measurement and boundaries.	Production.	Name of proprietor.	Name of tenant or lessee.	Value declared by proprietor.				Value assigned to property by the board.				Remarks.*
						Sale value.		Income value.		Sale value.		Income Value.		
						Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	Dolls.	Cts.	

*See note on Form No. 3.

[Form No. 7.]

GENERAL LIST OF CITY PROPERTY (ARTICLE XXXIX OF THE REGULATIONS).

Street and number of the property.	Ward in which situated.	Name of proprietor.	Sale value.		Declared income.		Income assigned by the board.		25 per cent to be deducted for repairs and unproductive periods.		Net value subject to taxation.		Rate of taxation.	Quota of taxation.				Remarks.
														Per annum.		Per quarter.		
			Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.		Dollars.	Cents.	Dollars.	Cents.	

[Form No. 8.]

LIST OF RURAL ESTATES (ARTICLE XXXIX OF THE REGULATIONS).

Class and name of the estate.	Ward in which situated.	Name of proprietor.	Saleable value.		Declared income.		Income assigned by the board.		Deduction for expenses of cultivation.		Net value subject to taxation.		Rate of taxation in accordance with order No. 254 and mentioning the item.	Quota of taxation.				Remarks.
														Per annum.		Per half year.		
			Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.		Dollars.	Cents.	Dollars.	Cents.	

No. 336.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 4, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. A secretary's office is hereby attached to the commission created by Order No. 321 of these headquarters, dated August 15, 1900, to investigate and report upon the claims of property and property rights of every kind and nature made by the bishopric of Habana. The duties of said office shall be such as pertain to others of its kind, and its personnel and allowance for material shall be the following: One secretary (must be a lawyer), at $1,800 a year; one assistant secretary, at $600 a year; one laborer at $300 a year; material, $300 a year.

II. A special allowance of $100 is hereby granted once for the expenses of installing said office.

III. The secretary shall be freely appointed by the secretary of justice and the aforesaid commission shall appoint the assistant and laborer.

IV. The provisions of this order take effect from August 22, 1900, inclusive.

J. B. HICKEY,
Assistant Adjutant-General.

No. 337.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 4, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The office of assistant secretary of the administrative council created by Order No. 233, current series, these headquarters, is hereby suppressed; in lieu thereof two clerkships are hereby created for the secretary's office, with an annual salary of $500 each, and they shall be filled at the discretion of the secretrary of justice.

II. The provisions of this order shall take effect the day following its publication in the Gazette of Habana.

J. B. HICKEY,
Assistant Adjutant-General.

No. 338.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 4, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. A municipal court is hereby created in Aguada de Pasajeros, municipal district and judicial circuit of Cienfuegos, province of Santa Clara.

II. The territorial boundaries of the new court shall be the following: To the north, the River Hanabana; to the south the Rosita estate; to the east the Venero farm, inclusive; and to the west the bay of Cochinos. It will therefore have within its jurisdiction: The Venero, Caracas, Jaguey Chia, Cayo Espino, Rosario, Cocodrilo, Aguada, Malezas, San Jose farms and such part of the Cienaga de Zapata as may have been comprised in the following places: The Magdalena farm, Rincon, Dagamales, Sabana de San Diego, Tierras Nuevas, the Alcalde Mayor River, Los Farallones, Jucaro Quemado, San Blas, Cienaga and Orbea.

III. The aforesaid territory shall be considered as separated from the present municipal court of Yaguaramas, which belongs to the same municipal district and judicial circuit of Cienfuegos.

IV. The department of justice is charged with the enforcement of the present order, and will solve all matters of doubt that may arise therefrom.

J. B. HICKEY,
Assistant Adjutant-General.

No. 339.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 4, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Functionaries belonging to the judiciary and fiscal order who may have been announced by potitical parties as candidates for the constitutional convention and have been presented as said candidates before 12 o'clock on September 1, 1900, are hereby granted leave of absence from the date of this order to September 16, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 340.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 5, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Parish priests shall receive from the State the sum of 10 cents for each death certificate they may issue, at the request of the municipal judges, for the registration of deaths provided for in the order of the department of justice, published in the Gazette of Habana and dated February 8, 1900.

II. To obtain payment of said fees each parish priest shall transmit monthly to the corresponding hacienda office a certified statement of the number of death certificates issued during the month, mentioning therein the court to which the same have been sent and giving the names of the deceased to which the said certificates refer.

III. The judges who institute the general proceedings of the registration, shall also transmit monthly to the same office of hacienda a certified statement of the number of the certificates received in the registry offices, for the general registration of deaths, giving therein a list of the priests who issued said certificates and the names of the deceased to which they refer.

IV. After the offices of hacienda have calculated the amounts due in accordance with the certificates mentioned in the two foregoing paragraphs, the priests shall be paid their corresponding fees.

J. B. Hickey,
Assistant Adjutant-General.

No. 341.

Headquarters Division of Cuba,
Habana, August 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. An exchange of office is hereby directed between Rafael Portuondo y Tamayo, fiscal of the audiencia of Santiago de Cuba, and Manuel Nicolas Hernandez, holding a like position in the audiencia of Puerto Principe.

II. An exchange of office is hereby directed between Alfredo Betancourt Manduley, assistant fiscal in the audiencia of Santiago de Cuba, and Lorenzo Guerra, holding a like position in the audiencia of Pinar del Rio.

III. An exchange of office is hereby directed between Calixto Llerandi y Bahamonde, judge of Primera Instancia é Instrucción of San Cristobal, province of Pinar del Rio, and Gonzalo Perez Andres, holding a like position in Guantanamo, province of Santiago de Cuba.

IV. Within ten days from date of this order the above-mentioned functionaries will take possession of the offices to which they are respectively transferred, continuing to draw the pay assigned to the positions which they at present hold until the date of their occupying their new offices.

V. Said functionaries may avail themselves of "official transportation requests" to perform, at the expense of the State, the journey to the places to which they are transferred.

IV. The provisions of this order shall be communicated by telegraph to the officials charged with their fulfillment.

J. B. Hickey,
Assistant Adjutant-General.

No. 342.

Headquarters Division of Cuba,
Habana, September 5, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. A correctional court is hereby created in the city of Pinar del Rio, which shall have the organization prescribed by Article VI of Order No. 214, current series, and have an allowance of $250 per annum for expenses of material. Its functions shall be such as those specified in Order No. 213, of May 25, 1900, and it will begin its sessions fifty days from the date of the publication of this order in the Gazette of Habana. The jurisdiction of said court shall extend over the whole territory of the municipal district of Pinar del Rio.

The military governor will at once appoint, upon the recommendation of the secretary of justice, the judge of the aforesaid court.

Such personnel as may be required by existing orders will be appointed by the secretary of justice.

II. Fifty days from date of publication of this order in the Gazette of Habana, judges of primera instancia é instrucción in towns where there are no correctional courts shall commence to exercise the functions of correctional judge, adopting the procedure established by Order No. 213, in the case of delitos enumerated in Article

XL of said order, committed within their judicial circuit, or of faltas that may be committed within the territory of the municipal court of the chief town of the judicial circuit. For this purpose the lists of persons eligible for the office of councilman, which pursuant to paragraph 2 of Article XXVII of Order No. 213 must be posted by the alcaldes for the formation of the juries, shall be posted within twenty days following the publication of this order in the Gazette of Habana, shall remain exposed during the twenty days prescribed by said paragraph during which the addition or omission of names may be solicited, and must be definitely prepared in the form required by Article XXVII within ten days from the last day they were posted. The fines collected in accordance with Order No. 213, by judges of instrucción acting as correctional judges, shall be turned into the treasury of the ayuntamientos in whose respective territory the delitos or faltas may have been committed.

III. Twenty days from date of publication of this order in the Gazette of Habana the municipal judges in towns where there are no courts of instrucción or correctional courts shall, upon having cognizance of faltas, adopt the procedure established for such trials by Order No. 213, and the municipal judges referred to in this order must turn into the treasury of the respective ayuntamientos the fines which, in accordance with Order No. 213, they may collect. With said amounts and those collected by the judges of instrucción, acting as correctional judges, the ayuntamientos must first of all maintain the municipal courts of their respective districts and provide the respective judges of instrucción, acting as correctional judges, with the material their functions may demand.

IV. Within twenty days following the publication of this order in the Gazette of Habana the functionaries subject to its provisions shall submit to the department of justice whatever opinions or matters of doubt that may occur to them in regard to the application of said order, with a view of completing it within the aforesaid period by adding thereto any provisions that may be necessary.

V. All proceedings that may be pending at the time this order goes into effect shall be concluded in accordance with the provisions actually in force.

J. B. Hickey,
Assistant Adjutant-General.

No. 343.

Headquarters Division of Cuba,
Habana, September 6, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointment:

To be professor of chair B of the school of pharmacy in the University of Habana, Jose P. Alacan y Berriel.

J. B. Hickey,
Assistant Adjutant-General.

No. 344.

Headquarters Division of Cuba,
Habana, September 6, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

I. All buildings formerly occupied by the United States troops, pertaining to the State, or buildings of this class which in future may be vacated, may be turned over to the respective administrations of finance of the province in which they may be situated.

II. These buildings, upon due authorization by the secretary of finance, will be leased to the municipality upon a nominal rental, under such considerations as shall be specified by said secretary, and all leases which have been made, or that in future may be made, will be filed with the department of finance of the island of Cuba.

J. B. Hickey,
Assistant Adjutant-General.

No. 345.

Headquarters Division of Cuba,
Habana, September 6, 1900.

The military governor of Cuba, in agreement with the secretary of public instruction and upon the recommendation of the faculty of law of the University of Habana, directs the publication of the following modifications in the studies corresponding to the school of civil law:

Chair B shall comprise two courses of civil law (on persons and on property).

Chair D shall comprise the third course of civil law (on obligations) and the course of commercial law.

Chair E is hereby established; it shall comprise the two courses on law of procedure.

J. B. HICKEY,
Assistant Adjutant-General.

No. 346.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 6, 1900.

The military governor of Cuba, upon the recommendation of the chief surgeon of the division and at the request of the chief sanitary officer, city of Habana, directs the publication of the following order:

I. So that the management of contagious and infectious diseases may be from the beginning under charge of the same department, the "Las Animas" Hospital in the city of Habana is hereby transferred from the department of charities and hospitals to the sanitary department of the city of Habana.

II. The superintendent of charities will continue to estimate for necessary funds for the hospital.

J. B. HICKEY,
Assistant Adjutant-General.

No. 347.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 6, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The ten days' extension granted by the secretary of justice of the period (ten days) established by Order No. 341, current series, these headquarters, wherein the functionaries should take possession of the offices to which they are transferred by said order, is hereby approved.

J. B. HICKEY,
Assistant Adjutant-General.

No. 348.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

I. Hereafter all funds allotted to the audiencias for the payment of indemnities to witnesses and experts who attend the oral hearings will be paid to the secretaries of the audiencias, or to the officials duly authorized therefor by the president of the same, by the treasurer of the administration of finance of the locality where the provincial audiencia is established, who will in turn receive the same from the treasurer of Cuba, as at present provided.

II. The treasurer of the province will take a receipt in each case in duplicate from the secretary or official appointed to receive said funds, on Form 11 of the department of finance, which shall be his vouchers for the funds until other vouchers are received accounting for the outlay of the same. This receipt will show the amount supplied for these disbursements, and payment will be made individually according to Form 8 of the department of finance.

III. The vouchers will be made in triplicate, and when the payments are finished two copies of the same will be sent to the treasurer of the administration of finance from which the funds were received.

The treasurer will carefully examine these vouchers, and, when completed in proper form, attach one copy to a copy of the receipt given in previously by the secretary or proper official. In case this receipt has already been sent with accounts to the auditor, these vouchers will be forwarded to the auditor with the request that they be filed with the receipts in question.

The treasurer will, in like manner, use the other copy of the vouchers with the other copy of the receipt to complete his file of retained papers. The third set of vouchers will be held by the audiencia as evidence of the disbursement made.

IV. In forwarding the vouchers to the treasurer of the hacienda of the province, the official appointed by the audiencia will fill out and forward, in duplicate, a statement of Form 0'14, finance department, showing the balance, if any, remaining on hand, not covered by the vouchers submitted, and this amount will be deducted from the next monthly allotment.

V. The treasurer of each administration of finance where audiencias are located, with the exception of Habana, that has a special disbursing officer, will make the monthly estimate of the necessary funds, including them under the proper heading of the estimates for funds.

J. B. Hickey,
Assistant Adjutant-General.

No. 349.

Headquarters Division of Cuba,
Habana, September 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The interpreters of the courts and tribunals of this island, paid by the State, shall not charge litigants in civil suits for translation into English of documents that must be transmitted in that language to foreign countries through the United States Government.

II. Said interpreters shall charge for the translation from foreign languages into Spanish of documents that are presented by litigants in the defense or for justification of their rights, according to the following schedule: For the first sheet, $3; for each of the following 9 sheets, $2; for each successive sheet, from the eleventh on, $1.50. These prices shall be in United States currency. Sheets shall be reckoned at the rate of 600 words of the original to be translated. When only one sheet, or when the last sheet of a series, is to be translated, more than 300 words shall be counted as a full sheet, and 300 words or less shall be counted half a sheet.

III. This order shall not only apply to proceedings that may be instituted in the future, but also to those already established.

IV. In criminal proceedings the same schedule shall be applied, provided the payment of costs may be imposed, and the amounts charged for such work shall be paid to the hacienda, under the supervision and responsibility of the judges and tribunals.

J. B. Hickey,
Assistant Adjutant-General.

No. 350.

Headquarters Division of Cuba,
Habana, September 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order.

I. Jose Guillermo Diaz y Macias is hereby appointed professor of chair C in the school of pharmacy of the University of Habana.

II. Domingo Hernando y Segui is hereby appointed chief of the pharmaceutical laboratory of the school of pharmacy of the University of Habana.

III. The office of curator of the museums is hereby created in the Institute of Habana. Pedro Valde Raguez is hereby appointed curator of the museums of the Institute of Habana, with the annual salary of $750. Said curatorship has no chair attached to the position. The curator shall fulfill the duties of examiner whenever the director of the Institute may so require.

J. B. Hickey,
Assistant Adjutant-General.

No. 351.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 8, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, and in accordance with the provisions of Order No. 271, current series, these headquarters, directs me to announce the following appointments in the department of charities of Cuba:

I. Board of charities, island of Cuba.—Members at large: (1) Perfecto Lacoste, for six years; (2) Antonio Sanchez de Bustamante, for five years; (3) T. C. Culmell, for four years; (4) Jose Maria Berriz, for three years; (5) Dionisio Velazco, for two years. Provincial members: The provincial members will be appointed as soon as the nominees have signified their acceptance of the office.

II. Board of managers of the training school for boys.—Santiago de las Vegas: (1) Oscar Fonts y Sterling, for five years; (2) Arturo Bosque, for four years; (3) Carlos Carbonell, for three years; (4) Joaquin L. Duenas, for two years; (5) Angel Cowley, for one year.

III. Board of managers of the training school for girls.—Compostela street, Habana: (1) Maria Wilson de Villalon, for five years; (2) Juana Antunez de Figueredo, for four years; (3) Angelina Porro de Mora, for three years; (4) Dolores Millan de Fonts, for two years; (5) Manuel Delfin, for one year.

IV. Board of managers of reform school for boys.—Guanajay: (1) Alejandro Rodriguez, for five years; (2) Jose Maria Cespedes, for four years; (3) Julio San Martin, for three years; (4) Raimundo Cabrera, for two years; (5) Francisco Oberto y Zaldivar, for one year.

V. Board of managers of reform school for girls.—Aldecoa: (1) Angela Cardenas, for five years; (2) Belen Quesada de Barnet, for four years; (3) Maria Luisa Martinez Ibor de Delmonte, for three years; (4) Sra. de Medero, for two years; (5) Tomas Medero, for one year.

VI. Board of managers of the hospital for the insane.—Mazorra: (1) Juan M. Pla, for seven years; (2) Cristobal Laguardia, for six years; (3) Wenceslao de Villaurrutia, for five years; (4) Francisco de Paula Rodriguez, for four years; (5) Jose Malberty, for three years; (6) Antonio Fernandez de Castro, for two years; (7) Jose P. Alacan, for one year.

J. B. HICKEY,
Assistant Adjutant-General.

No. 352.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agriculture, commerce, and industries, directs the publication of the following order:

I. The fishing of the carey, caguama, and tortoise shall only be allowed with nets whose meshes have a minimum diameter of 50 centimeters.

II. Any net having a smaller mesh than the above prescribed shall be confiscated and destroyed, or the material sold at public auction by the captain of the port.

III. The vela, namely, the waylaying and catching of the females on their way to deposit their eggs on shore, is strictly prohibited at all times.

IV. The capture, distribution, and sale of specimens whose shell is less than 50 centimeters in diameter at its broadest part is also strictly prohibited in any season.

V. The gathering, distribution, sale, and consumption of the eggs of the aforementioned chelonians at any period of development, naturally or artificially preserved, is likewise prohibited for five years from date of this order. The period of said prohibition may be reduced or extended, according to circumstances.

VI. No fishing, distribution, or sale of the hereinbefore-mentioned kinds of tortoise shall take place between May 1 and August 31, inclusive, of each year.

VII. The owners of the vessels, masters, and crews (fishermen) shall be held equally and jointly responsible for any violation of this prohibition, as well as any and all the requirements of this order.

VIII. For the first offense the captain of the port shall confiscate all the careyes, caguamas, and tortoises caught, and collect a fine of $10 for each of them under the prescribed size.

A second offense shall be punished with the confiscation of said animals and double the above-mentioned fine.

Further repetition of the offense shall subject offenders to criminal prosecution before the courts for disobedience.

IX. The careyes, caguamas, and tortoises which are confiscated as unlawfully taken shall be thrown into the sea; any eggs that may be seized for violation of Article V of this order shall be immediately destroyed.

X. All fines collected and the proceeds of any sales made under the provisions of this order shall be deposited by the captain of the port with the treasurer of the island as "miscellaneous receipts."

XI. Vessels engaged in this business, or the fishermen, as the case may be, upon their return, shall report in writing the result of their expedition to the captain of the port, in order that he may send a representative to witness the unloading of the vessel and see that the provisions of the law have been complied with. If any of said provisions are violated, the cargo shall be seized.

XII. Masters of vessels, or the fishermen, shall state in the aforesaid written report the number and class of tortoises caught during the expedition.

XIII. The respective captains of port shall transmit to the department of agriculture, commerce, and industries all data in regard to the number and class of said chelonians and the price obtained for them.

XVI. All orders, decrees, or laws, or parts thereof, in conflict with the provisions of this order are hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

No. 353.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

On and from a date which the department of state and government will duly appoint the following provisions shall go into effect in regard to the inscription of live stock in the Registro Pecuario:

I. Ward mayors and, whenever there be none, such officials as the municipalities may name for the purpose, shall keep a register showing the increase and decrease of neat cattle, horses, mules, and asses in the respective wards, in accordance with the instructions that said book shall contain.

II. At the end of each month the ward mayors, or the authorities in charge of the registration of animals, shall forward to the respective municipal mayors a statement of the increase and decrease of cattle during said month.

III. The municipal mayors shall keep a book in which copy shall be made of the monthly statements received from the ward mayors, and they will in turn forward to the civil governor of the province to which they belong a recapitulation of the increase and decrease in the month in their respective districts. They will also forward a copy of said statement to the president of the provincial board of agriculture, commerce, and industries, in order that it may serve for statistical purposes.

IV. The civil governors shall also keep a book in which they shall record the recapitulations furnished by the municipal mayors, and shall forward to the department of state and government a recapitulation of the movement in cattle during the month in their respective provinces.

V. Persons who, at the date on which this order takes effect, may be owners of neat cattle, horses, mules, or asses, whether they have registered them or not in the municipal registry, shall deliver to the mayors of the wards where said animals are kept a statement showing their number, class, mark, or brands, whether male or female, and, whenever possible, where they originated; that is, the municipality or province, whenever they are native, or the country they come from, if they be foreign. Said statement shall be signed by the owner, or by his duly authorized representative, and the ward mayor shall have to certify to the authenticity of the signature by testimony of witnesses or any other means at his command.

VI. Importers of cattle into this island shall, from the date the present order goes into effect, inscribe the same in the wards to which the place (wharf, etc.) of landing belongs, and to prove their ownership they shall only have to present the customhouse entries.

VII. Whenever the cattle to be registered may be purchased in this island, the contracting parties, or their legitimate representatives, shall go to the office of the mayor of the ward where the animals are and have a bill of sale executed, which they shall sign in the presence of the official issuing the document, and the same shall be filed in the archives.

VIII. If the cattle come from an increase of stock, the owner shall present, before a year elapses from the date of birth, a statement similar to the one provided for in Paragraph V.

IX. A certificate shall be issued for every inscription, and a statement made in the column of remarks as to whether the cattle have been previously registered in the name of the same party in that or any other ward. The name of the ward or wards, when there be more than one, and the number of previous certificates shall be also added.

X. In order that the preceding paragraph may have due effect, every registrar shall require from the owners of cattle not affected by the provisions of Paragraphs VI and VIII the certificate that they may have obtained when the previous registration was made, or the title of ownership they actually hold, should they call at the bureau of registration for the first time to inscribe their animals, as herein provided. Said certificates or title of ownership shall be kept in the archives of the registry, the owners receiving another, as provided for in Article IX.

XI. The owners of cattle included in Paragraph V shall be fined $1 for each head of cattle not registered, if in the course of three months, to be reckoned from the date the provisions of this order go into effect, they should not have presented at the office of the ward mayor the statement that said paragraph mentions. A similar fine shall be paid by those affected by Paragraph VIII if the statement called for should not have been presented within the time therein allowed.

XII. For the transportation of cattle to a place outside of the ward where they may have been inscribed the corresponding permit, whether special for said transfer or an annual pass, shall be required from the drover, as has been established in the regulations of August 13, 1880. A permit shall also be required to introduce cattle into the slaughterhouses, even when these are in the wards to which the cattle belong.

XIII. The municipal mayors shall see that in all the slaughterhouses or meat markets there is a delegate of the municipality to revise, compare, and collect the respective permits, without which the slaughter of no cattle can be authorized. Said official shall send to the respective authorities anyone introducing cattle into the slaughterhouses without the necessary permit, and said authorities shall investigate the origin of the cattle, and impose the necessary fine if it be not shown that the cattle were stolen, as otherwise the courts of justice shall have cognizance of the case so as to impose the proper punishment. The delegate shall cancel with his signature and date the permits he collects during the day, and shall send them to the municipal mayor's office, to be filed in the archives.

XIV. Cattle drovers without necessary permits shall pay a fine of $10, and shall be held until they prove that the cattle belong to them, or that they have been commissioned by the owner, or owners, to drive same. Only such drovers shall be held as may not be able to furnish bond equal to the full value of the cattle they have in charge, in order to answer for those that may have been stolen. While the investigation is in progress the cattle shall be kept in a suitable place that the mayor of the ward shall designate, and for the time the cattle may be kept the owner shall pay a fair rental that the municipal mayors shall fix, in conformity with what is usually paid in the locality for pasturing cattle.

XV. The inscription of animals, as well as the issue of certificates and permits, as herein provided for, shall be absolutely free of charge, and any employee charging or receiving payment for the issue of any of said documents shall be liable under the law.

XVI. The books, certificates, permits, and monthly statements provided for in this order shall be transmitted by the department of state and government to the authorities having to use same.

XVII. The books at present kept for the registration of live stock shall be closed upon the date this order goes into effect, and will be kept in the archives of the ward mayors' offices or in the municipal mayors' offices, according to which may hold possession of them, and according to the special conditions of each jurisdiction.

XVIII. For all due effects of the registration, owners of cattle are hereby reminded of the provisions of the royal decree of August 21, 1884, actually in force, in regard to the ownership of brands used for marking animals.

XIX. The word cattle as used in this order refers to horses, mules, asses, and neat cattle.

XX. All laws, orders, or provisions which in any way conflict with the present order, are hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

No. 354.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Article 688 of the civil code is hereby amended to read as follows:

Holographic wills can only be executed by persons of age. In order that this will may be valid, it must be written in its entirety and signed by the testator, giving the place, year, month, and day of its execution. If it should contain words erased, corrected, or interlined, the testator must mention them over his signature. Foreigners may execute holographic wills in their own language.

II. Holographic wills executed on ordinary paper after January 1, 1899, are hereby declared valid.

J. B. HICKEY,
Assistant Adjutant-General.

No. 355.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. From the date of the publication of this order municipal budgets shall be prepared and drawn up by the municipal treasurers, from the information furnished them in writing during the second half of the month of March of each year by the persons in charge of the different branches of the service or the municipal offices, adjusting said budgets to the resources of the districts and to the incomes authorized by order No. 254, Headquarters Division of Cuba, series of 1900.

II. The draft of the budget, be it regular or extraordinary, shall be presented to the mayor during the first half of April and submitted to the censure of the syndic, who over his signature shall state, within the period of ten days, whether in his judgment it contains or not any illegalities, specifying the same, should there be any. During the said ten days the public shall have the right to examine the project at the office of the secretary of the ayuntamiento, and a general recapitulation of the estimated expenditures and income, with a special statement of the changes in taxes and expenses that have taken place as compared with the last approved estimate, shall be published in two numbers of the local paper where the municipality is accustomed to insert its notices, or, if there should be no paper, in whatever manner the aforesaid announcements are made.

III. Together with the censure of the syndic and the remarks in writing of any elector of the municipality made in the office of the secretary of the ayuntamiento, the budget shall be submitted to the municipal board, which may recommend in writing by a majority of the votes of the members present constituting a quorum (which shall be one more than half of its total membership), the amendments, additions, and changes it may deem proper, reporting whether or not it agrees with the censure of the syndic in regard to illegalities.

The municipal board shall have a period of ten days to discuss and agree upon the points referred to in the preceding paragraph.

IV. With all the data referred to in the preceding articles the project shall be submitted to the ayuntamiento and referred by said body to a budget commission, which will report thereon within another period of ten days. The majority and minority reports returned by the commission, as well as the amendments that the councilmen recommend in writing, shall be discussed by the corporation within the period of twenty days, and if possible it will hold daily sessions for that purpose.

In these sessions the presence of three-fourths the total number of the ayuntamiento shall be required for discussions. Voting shall be by ayes and noes.

V. After the budget is approved it shall be printed, together with all the reports from the functionaries and from the municipal board, as well as with the vote by names of members prepared in pamphlet form, and at least 500 copies thereof shall be distributed in the locality, if the municipality should have more than 10,000 inhabitants, and 200 copies should the population be less than 10,000.

Said distribution shall be made in the first month of the fiscal year and within the same month the copy that order No. 254 prescribes and six of the printed copies shall be sent to the department of finance.

VI. If from any cause whatsoever the budget should not be approved prior to the 1st of July, only the income known as obligatory may be collected in the fiscal year to which the budget refers and in accordance with that of the preceding year; the voluntary income and the new rates of taxation that may be fixed in the budget can not be collected or become due until after the date of the approval thereof.

VII. The department of finance, within the period of one month from the date on which it receives the budget, may suspend the action of any part thereof containing infractions of the law. From its decision appeal may be taken before the military governor of the island within ten days.

VIII. In accord with the provisions of orders Nos. 252 and 254, series 1900, article 150 of the municipal law and any others, as well as explanatory or supplementary provisions, that may be in conflict with this order are hereby declared to be null and void.

IX. In a like manner orders Nos. 210 and 232, series of 1900, are hereby wholly revoked.

In consequence whereof and without further limitations than of keeping within the bounds of the resources and conditions of the municipality, and of considering the office a local obligation, the ayuntamientos are hereby authorized to fix the salary which, during the present fiscal year, should be assigned in the budget to the municipal mayor.

X. The provisions of this order, with the exception of the one relating to periods for the budget discussions and resolutions, shall be applicable to such budgets as may not yet have been approved by the civil governors.

J. B. HICKEY,
Assistant Adjutant-General.

No. 355a.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following modified copy of order No. 355.

I. From the date of the publication of this order municipal budgets shall be prepared and drawn up by the municipal treasurers, from the information furnished them in writing during the second half of the month of March of each year by the persons in charge of the different branches of the service or the municipal offices, adjusting said budgets to the resources of the districts and to the incomes authorized by order No. 254, Headquarters Division of Cuba, series 1900.

II. The draft of the regular budget shall be presented to the mayor during the first half of April and submitted to the censure of the counselor, who over his signature shall state, within the period of ten days, whether in his judgment it contains or not any illegalities, specifying the same should there be any. During the said ten days the public shall have the right to examine the project at the office of the secretary of the ayuntamiento, and a general recapitulation of the estimated expenditures and income, with a special statement of the changes in taxes and expenses that have taken place as compared with the last approved estimate, shall be published in two numbers of the local paper where the municipality is accustomed to insert its notices, or, if there should be no paper, in whatever manner the aforesaid announcements are made.

III. The special budgets shall be prepared according to the methods established for the regular ones; but they shall only be prepared in the cases specifically stated in article 142 of the municipal law, in accordance with the provisions of Article VIII of order No. 252, series 1900, of these headquarters.

IV. Together with the censure of the counselor and the remarks in writing made by any elector of the municipality in the secretary's office, the budget shall be submitted to the municipal board, which may recommend in writing by a majority of the votes of the members present constituting a quorum (which shall be one more than half of its total membership) the amendments, additions, and changes it may deem proper, reporting whether or not it agrees with the censure of the counselor in regard to illegalities.

The municipal board shall have a period of ten days to discuss and agree upon the points referred to in the preceding paragraph.

V. With all the data referred to in the preceding articles the project shall be submitted to the ayuntamiento, and referred by said body to a budget commission, which will report thereon within another period of ten days. The majority and minority reports returned by the commission, as well as the amendments that the councilmen recommend in writing, shall be discussed by the corporation within the period of twenty days, and if possible it will hold daily sessions for that purpose.

In these sessions the presence of three-fourths the total number of the ayuntamiento shall be required for discussions. Voting shall be by ayes and noes.

VI. After the budget is approved it shall be printed, together with all the reports from the functionaries and from the municipal board, as well as with the vote by names of members prepared in pamphlet form, and at least 500 copies thereof shall be distributed in the locality, if the municipality should have more than 10,000 inhabitants, and 200 copies should the population be less than 10,000.

Said distribution shall be made in the first month of the fiscal year and within the same month the copy that Order No. 254 prescribes and 6 of the printed copies shall be sent to the department of finance.

VII. If from any cause whatsoever the budget should not be approved prior to the 1st of July, only the income known as obligatory may be collected in the fiscal year to which the budget refers and in accordance with that of the preceding year; the voluntary income and the new rates of taxation that may be fixed in the budget can not be collected or become due until after the date of the approval thereof.

VIII. The department of finance within the period of one month from the date on which it receives the budget may suspend the action of any part thereof containing infractions of the law. From its decision appeal may be taken before the military governor of the island within ten days.

IX. In accord with the provisions of Orders Nos. 252 and 254, series 1900, article 150 of the Municipal Law and any others, as well as explanatory or supplementary provisions that may be in conflict with this order are hereby declared to be null and void.

X. In a like manner Orders Nos. 210 and 232, series of 1900, are hereby wholly revoked.

In consequence whereof and without further limitations than of keeping within the bounds of the resources and conditions of the municipality and of considering the office a local obligation, the ayuntamientos are hereby authorized to fix the salary which during the present fiscal year should be assigned in the budget to the municipal mayor.

TRANSITORY PROVISIONS.

1. For the present fiscal year and for whatever relates to regular budgets only the rules of procedure established by Articles I, II, IV, and V shall be applicable to such budgets as may not yet have been begun.

2. The budgets which at present may be in course of preparation shall be concluded in accordance with the provisions established for that purpose by the Municipal Law and the law regulating accounting, and they shall be submitted, if this has not already been done, to the approval of the municipal board whose decision shall be immediately carried out.

J. B. Hickey,
Assistant Adjutant-General.

No. 356.

Headquarters Division of Cuba,
Habana, September 13, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public works, directs the publication of the following order:

I. All carts and wagons which have to use public roads and highways must be entered in a register established in the municipality to which they belong.

II. Alcaldes shall put said registers in charge of one of the municipal officials, and the latter, after due examination of the vehicle, shall issue to the owner thereof a certificate stating: (*a*) the number of the registration; (*b*) the number of wheels; (*c*) the width of the tires; (*d*) whether or not it has springs; (*e*) the tare, or weight of the empty cart; and the gross weight allowed to be drawn, including weight of vehicle, according to the tables which accompany this order and complying therewith in every respect. Fifty cents, United States currency, shall be collected for the registration of each cart or wagon.

III. Whenever the copy of a certificate of registration is requested, the original certificate or the cart in question, or both, must be shown, according to circumstances. Said copy shall be marked "copy," and shall be delivered upon payment of 50 cents, United States currency.

IV. Each wheel shall bear visibly on its forward right side a brass plate upon which shall be stamped in a permanent manner the data contained in Article II, together with the name of the municipality where the registration was made.

V. Municipalities shall transmit every fifteen days to the director of public works the stub copy of the registration and the amount collected for same. Whenever necessary the director of public works shall have the complete list of the registrations and all details of each registration printed, and shall furnish said lists to the officials employed in the preservation of public roads who are charged with the enforcement of these provisions.

VI. The maximum load which may be carried by a vehicle shall be established by the keeper of the book of registry, with due consideration for conditions and in strict accordance with accompanying tables.

VII. The rural and urban police, the public works overseers, foremen and workmen charged with the preservation of public roads and highways, shall see to the enforcement of the provisions of this order and exact strict compliance therewith, but none but the overseers shall be authorized to impose and collect fines, and all infringement of this law shall be reported to them.

VIII. Whenever a vehicle is found with a greater load than corresponds to it, according to the hereinbefore mentioned tables, the driver thereof, at his own risk and expense, shall be made to unload the excess at the nearest public works roadhouse, police or rural guard station, and the owner of the cart shall be fined $5, United States currency. The articles unloaded shall remain in the aforesaid place up to six days, and shall be delivered to the owner of the vehicle only upon presentation of the receipt for the fine and the other expenses incidental to the unloading.

IX. The fines shall be collected by the overseers, and every fifteen days the latter shall forward to the chief engineer of the district the corresponding stub vouchers and amount collected. The district chiefs will deposit and use said amounts as provided for in paragraph 59 of the regulations of the department of public works, dated May 28, 1900. For said fines the overseers shall be provided with a paged stub book, with triplicate stub, one to remain in the book, one to be sent to the chief engineer of the district, and the third shall be given as a receipt to the interested party. All shall be signed by the overseer. If at the close of the six days' deposit the articles or goods should not have been claimed, they shall be sold at public auction, and the amount received therefor shall remain for ten days at the disposition of the owner, and if not claimed by the end of said period it shall be sent to the chief engineer of the district. If the articles should not be sold, they shall be sent to the chief engineer of the district, who shall dispose of them as of state property.

X. Whenever the articles or goods are perishable they must be auctioned twenty-four hours after being seized. If their condition will not admit of the twenty-four hours' delay they may be sold immediately upon the appraisement of the overseer.

XI. In the first case the auction sale shall be announced three full days before the close of the six days mentioned in Article VIII, by means of notices posted on the house where the goods are deposited and in the stores of the nearest town. In the above-mentioned urgent cases it will suffice to post the notice for a few hours. In all cases, whenever possible, the driver of the cart from which the articles were unloaded shall be notified. The result of the sale, minus the expenses of the same, shall be sent to the chief engineer of the district.

XII. The provisions of this order shall go into effect November 1, 1900.

XIII. The registration shall be made as soon as the driver presents himself with his vehicle to have it registered, provided he appears between 8 a. m. and 5 p. m.

XIV. The respective alcalde shall dispose of 25 per cent of the registration fees as compensation for any expenses incurred.

XV. Any complaints against the officials in charge of the registers shall be directed to the provincial or district engineer of the department of public works to which the municipal district corresponds.

XVI. Registrations made in one municipal district are good in any other the vehicle may work in.

XVII. The provisions of this order apply likewise to guaguas (omnibuses) and automobiles, whether used for passengers or merchandise.

XVIII. The weight of passengers shall be calculated upon a basis of 140 pounds per person.

XIX. Rubber tires shall be measured at their extreme width.

XX. Vehicles with rubber tires may carry one-third more than the schedule load corresponding to them.

XXI. Iron tires must be flat; the maximum wear allowed in the exterior edges being 0m.005 radius. Vehicles with tires showing a greater wear than 0m.005 in their exterior edges shall not be registered.

XXII. Every infringement of the provisions of this order shall be subject to a fine of five dollars, United States currency.

XXIII. Any change or alteration of the brass plate of a cart or wagon shall be punished with a fine of twenty-five dollars, United States currency.

XXIV. In order to establish the existence of the overweight referred to in this order, and for the purpose also of improving the service, scales for weighing carts and wagons shall be established in all the public works road houses where the overweight is deposited.

J. B. HICKEY,
Assistant Adjutant-General.

STEEL TIRES.

Two-wheeled carts.				Four-wheeled carts.			
Without springs.		With springs.		Without springs.		With springs.	
Breadth of tire.	Authorized load including weight of cart.	Breadth of tire.	Authorized load including weight of cart.	Breadth of tire.	Authorized load including weight of cart.	Breadth of tire.	Authorized load including weight of cart.
Centim'rs.	*Kilograms.*	*Centim'rs.*	*Kilograms.*	*Centim'rs*	*Kilograms.*	*Centim'rs.*	*Kilograms.*
....	....	....	....	4	1,574	4	2,098
....	....	....	....	4½	1,756	4½	2,341
5	984	5	1,312	5	1,969	5	2,624
5½	1,082	5½	1,442	5½	2,164	5½	2,884
6	1,181	6	1,575	6	2,362	6	3,150
6½	1,279	6½	1,705	6½	2,552	6½	3,410
7	1,377	7	1,836	7	2,754	7	3,672
7½	1,476	7½	1,968	7½	2,952	7½	3,936
8	1,575	8	2,100	8	3,150	8	4,100
9	1,771	9	2,361	9	3,543	9	4,722
10	1,968	10	2,624	10	3,937	10	5,248
11	2,165	11	2,886	11	4,331	11	5,772
12	2,362	12	3,149	12	4,724	12	6,298
13	2,559	13	3,412	13	5,118	13	6,824

RUBBER TIRES.

....	....	....	....	4	2,098	4	2,797
....	....	....	....	4½	2,341	4½	3,121
5	1,312	5	1,749	5	2,624	5	3,499
5½	1,442	5½	1,922	5½	2,884	5½	3,845
6	1,575	6	2,100	6	3,150	6	4,200
6½	1,705	6½	2,273	6½	3,410	6½	4,547
7	1,836	7	2,448	7	3,672	7	4,896
7½	1,968	7½	2,624	7½	3,936	7½	5,248
8	2,100	8	2,800	8	4,200	8	5,600
9	2,361	9	3,148	9	4,722	9	6,296
10	2,624	10	3,499	10	5,248	10	6,997
11	2,886	11	3,848	11	5,772	11	7,696
12	3,149	12	4,298	12	6,298	12	8,387
13	3,412	13	4,549	13	6,824	13	9,099

No. 357.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 13, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

I. Alexis Everett Frye is hereby appointed superintendent of public schools of Cuba.

II. The following are hereby appointed provincial superintendents of public schools of Cuba: For Pinar del Rio, Francisco Valdes Ramos; for Habana, Alejandro Maria Lopez; for Matanzas, Manuel J. de Saez Medina; for Santa Clara, Fidel Miro; for Puerto Principe, Francisco de P. Coronado; for Santiago de Cuba, Eduardo Yero.

J. B. HICKEY,
Assistant Adjutant-General.

No. 358.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 13, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointment: To be professor of chair G, of the Institute of Matanzas, Eduardo Diaz y Martinez.

J. B. HICKEY,
Assistant Adjutant-General.

No. 359.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 14, 1900.

The military governor of Cuba directs me to announce the following list of names of the members of the provincial boards of canvassers:

Province of Pinar del Rio: (1) Francisco Goenaga y Torres. (2) Diego Salazar y Gomez. (3) Aurelio Jimenez y Fuentes. (4) Alfredo Porta y Rojas. (5) Emilio Hidalgo. (6) Felix Lancis y Garcia. (7) Luis F. Jomarron. (8) Jose Maria Llopis. (9) Rafael Avellaneda.

Province of Matanzas: (1) Venancio Casalins. (2) Jose Silva Rodriguez. (3) Jose Rodriguez Berriel. (4) Jose Francisco Pla. (5) Pedro Acevedo. (6) Jose Dolores Amieva. (7) Isidro Palacios y Fortun. (8) Fernando Jimenez y Medina. (9) Pablo Eligio y Verdugo.

Province of Puerto Principe: (1) Salustio Garcia. (2) Jose Manuel Agüero. (3) Carlos Guerra. (4) Antonio Moya. (5) Agustin de Miranda Pilona. (6) Enrique Boza Masvidal. (7) Raul D. Acosta Leon. (8) Javier Zayas Bazan Hidalgo. (9) Manuel Monteverde.

Province of Habana: (1) Aurelio S. Breton. (2) Manuel Villalon. (3) Francisco Guevera. (4) Carlos Martin Alzugaray. (5) Fortunato Sanchez Osorio. (6) Julio Carbonell. (7) Francisco Polo y Diaz. (8) Jose Maria La Torre. (9) Guillermo Esmard y Garcia.

Province of Santa Clara: (1) Enrique del Canal. (2) Eduardo Dominguez. (3) Antonio Ramos Villegas. (4) Eduardo Pegudo. (5) Ramon C. Berenguer. (6) Florencio de la Barrera. (7) Miguel Hernandez Gonzalez. (8) Vicente Espinosa. (9) Leopoldo Figueroa.

Province of Santiago de Cuba: (1) Leopoldo Guiraudy Vivar. (2) Doctor Manuel Martinez Osuna. (3) Enrique Valdor Ruiz. (4) Buenaventura Rosell Carrion. (5) Dr. Manuel Salazar Villalon. (6) Dr. Francisco R. Argilagos. (7) Luis Garzon y Duany. (8) Agustin Lafaurie. (9) Ricardo Cespedes.

The above-mentioned gentlemen are hereby duly appointed by the military governor as members of the various provincial boards of canvassers and they are requested to immediately organize for the purpose of fulfilling the obligations imposed upon them by the electoral law (order No. 316, Headquarters Division of Cuba, August 11, 1900).

J. B. HICKEY,
Assistant Adjutant-General.

No. 360.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments in the University of Habana:

I. To be professor of chair J, school of sciences, Santiago de la Huerta y Ponce de Leon.

II. To be professor of chair E, school of civil law, Ricardo Dolz y Arango.

III. To be assistant professor of the group of languages and literature in the school of letters and philosophy, Guillermo Dominguez y Roldan.

IV. To be assistant professor of the group of history and philosophic sciences in the school of letters and philosophy, Sergio Cuevas y Zequeira.

J. B. HICKEY,
Assistant Adjutant-General.

No. 361.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointment:

For commissioner of public schools of Cuba, Esteban Borrero Echeverria.

J. B. HICKEY,
Assistant Adjutant-General.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 17, 1900.

The military governor of Cuba directs the publication of the following:

DEPARTMENT OF JUSTICE, ISLAND OF CUBA,
Habana, September 6, 1900.

SIR: This department has examined to the necessary extent the records of the estate of D. Francisco and D. Joaquin Dejado de Villate, including the record of the audiencia, as well as the reports of the judge of primera instancia and of the sala de lo civil of the audiencia of Habana which have taken part in this matter, the subject of complaints addressed to this department in the name of various interested parties. This examination enables me to report the following to your headquarters:

The probate of this estate began in 1872, a partition of the property among the heirs being made in 1881.

Although the heir, D. Carlos Villate, objected to the account, it was approved by a final decision.

The proceedings were suspended for some time, and the said heir D. Carlos Villate died, leaving a will in which he constituted as his universal heir his wife, Da. Maria del Rosario Piedrahita, naming in the first place said wife as executrix, holder, and administratrix of the property, and appointing Ldo. D. Federico Martinez de Quintana in the second place.

The aforesaid lady became a party to the proceedings, which were again suspended in 1895.

In 1899 D. Francisco Vianello appeared in the proceedings with a power of attorney of all the heirs, and asked that he be given possession of the property involved; this was granted by the judge.

But in carrying out this judicial order, possession was given to Vianello of estates which did not belong either to the estate or to the heirs.

The various owners and holders of said estates dispossessed by Vianello appealed to the judge, asking that they be protected in the possession thereof.

The judge rendered various decisions in favor of all.

Vianello, as representative of the heirs, appealed to the audiencia from several of these decisions.

The judge granted these appeals without stay, which allowed that possession be had immediately, pending the judgment of the audiencia on the appeal; but in one case, in contravention to his opinion already given, and with evident inconsistency, he granted Vianello the appeal together with a stay, by means of which the possession which had been decreed remained in suspense, and Vianello the dispossessor was continued in the possession of the estates in which he was the dispossessor, and thus the confusion and seizure continued.

Our law concerning dispossession and the protection of possession is very deficient, for which reason the judge, without attracting much attention, could grant or refuse the solicited protection. But once granted, once decided by him, that the possession should be returned to the person who had been dispossessed, this decision by its very urgent and amendatory nature was to be carried out immediately.

For this reason the judge very properly, without stay, admitted the first appeals taken by the dispossessor, despite the fact that he had asked for an appeal with a stay of proceedings, being interested in prolonging indefinitely the situation of seizure created by him and which permitted him to dispose of the products of the estates of which he had taken possession.

But when the cases of Jose Abad and the widow Lanza came up, in which protection of possession was asked for and which was granted by the judge, the latter granted the appeal of Vianello with a stay of proceedings, leaving the condition of confusion and seizure in effect.

This duality of judgment, which was not explained by the judge on rendering it, and which he has not since attempted to explain in the reports sent to this department, is totally inexplicable and is without justification, in view of the clearness of article 382 of the law of civil procedure, according to which: "Appeals, without stay, shall be granted in all cases in which it is not provided that they be admitted freely or with a stay of proceedings." And even if any doubt had occurred to the judge in this connection, such doubt could not in any way prevent the protection of the possession from being given effect, notwithstanding the appeal, because this is provided for in the analogous case of the prohibition of recovery, as is seen in article 1657 of said law.

The parties dispossessed appeared before the sala de lo civil of the audiencia, and by virtue of the right granted them by article 396 of said law asked that the appeal granted by the judge with a stay be declared to be an appeal without a stay of proceedings. The sala denied this appeal. And when this department, because of the complaint presented in the name of the parties dispossessed, asked the sala to report concerning this point, it explained and tried to justify its decision, calling Vianello the dispossessed party, and those who had really and evidently been the dispossessed by Vianello were called the dispossessors, although they had obtained the order of protection of their possession, which recognized them as the dispossessed.

Judges and associate justices, being human, may err, but no one may be permitted to err to such an extent as to confound day with night and the dispossessor with the dispossessed, and much less could such obtuseness be admissible in those who are charged with the most delicate mission of the administration of justice, which is at once the foundation and guarantee of order and of the well-being of nations.

As a result of the study of this lamentable affair and as a solution of the same, this department has the honor to hereby propose to your headquarters the measures which it considers opportune.

And in order that these measures may have in the eyes of the people the justification with which the Government should always clothe its acts, this department requests that, in case you may deem said measures worthy of approbation, the present report be published together with said measures in the Official Gazette.

Very respectfully,

MIGUEL GENER, *Secretary.*

The MILITARY GOVERNOR OF CUBA.

DEPARTMENT OF JUSTICE OF THE ISLAND OF CUBA,
Habana, September 6, 1900.

SIR: In civil or criminal cases before our courts it often happens that third parties are disturbed in the possession of their property or deprived thereof by some judicial provision, or in consequence of the same, although they may be foreign to the suit and in legitimate possession of said property by legal title. And it also often happens that at the request of a creditor property is embargoed which does not belong to the debtor, but to a third party who has titles wherewith to justify ownership. The frequency of such cases has degenerated into an abuse of which public opinion has long complained. Already in the period of Spanish domination this abuse acquired such serious proportions that all honest citizens realized with fear how insecure were their rights of control or possession.

In 1371 the King of Spain, Henry II, in the city of Toro, enacted the wise provision contained in Law II, Title XXXIV, Book XI of the novísima recopilación (newest digest), which reads:

"No one shall deprived of his possessions without being first heard and defeated in a suit at law. We hold that no mayor or judge or private party shall dare to deprive any person of his possessions without his having been first summoned, heard, and defeated in the suit, and if an order of ours be produced requiring that possession of one's property be given to another, and said order be given without hearing, let the same be respected, but not executed; and if in view of such order or decree any parties should be deprived of their property by any mayor, let the other mayors of the city, or of wherever this may occur, reinstate the party thus dispossessed within the third day, and after the third day let the members of the council effect said restitution."

The law of civil procedure and the civil code in force have consecrated the right of possession and protected parties dispossessed, but the procedure to obtain said protection is deficient, expensive, and lengthy.

The abuse to which I refer has been and is still a source of dishonest practices. Persons holding trustworthy documents to prove their ownership, and quietly and peacefully in possession of their property, are compelled to enter into a protracted and expensive suit to prove that the property, erroneously or maliciously seized as belonging to the debtor and embargoed, belongs exclusively to them. Persons owning an estate by legal title are disturbed in its possession or deprived thereof, and often justice is only done to them after a protracted suit, during which the products of the estate pass into the hands of a third party known as judicial administrator, appointed by the disturber or despoiler. When the time for reparation comes it is already too late; the products of the estate have either disappeared with the administrator or are used to pay the expenses of the suit or those of the judicial administration.

This great abuse, I repeat, is a source of dishonest practices, giving rise to many judicial questions which are the despair and ruin of families.

The necessity of remedying this evil is the greater from the fact that very often in the island of Cuba owners of rural property hold possession in good faith and by legal title, and notwithstanding this they see themselves disturbed in the possession of the property or deprived thereof without being able to claim it because of failure to record same in the registry of property. Another cause of spoliation or disturbance is the fact that a great many rural properties are without marked boundaries because they form part of extensive landed estates known in this country by the generic name of "haciendas comuneras."

The undersigned secretary believes that he will bring about an efficient legal reformation and eradicate a deep and long-lasting evil by recommending to you the following draft of an order, which will furnish a real guaranty tc owners and possessors of landed estates, providing them with a remedy against illegal disturbance and seizures, so detrimental to public order.

Yours, respectfully,

MIGUEL GENER,
Secretary.

The MILITARY GOVERNOR OF CUBA.

No. 362.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 17, 1900.

The military governor of Cuba, upon the recommendaton of the secretary of justice, directs the publication of the following order:

I. Whenever the courts or tribunals of justice, civil or criminal, direct the embargo or occupation of property of any kind, the latter shall be specified with all exactness, as well as the name of the person against whom the embargo or occupation is ordered or who is considered to be the owner of said property.

II. The functionary charged with the execution of said embargo or occupation shall limit his action to the property expressly described; and even if it should appear that the latter is held in possession under a title of ownership by a different person from the one specified, and he should be shown a public document which proves that the said different person was owner or possessor prior to the date of the decree providing for the occupation or embargo, he shall abstain from any action in regard to properties in this condition.

III. All persons who by some judicial decree, or in consequence thereof, issued in civil or criminal suits in which they are not parties nor have been heard, may have been dispossessed or disturbed in the control or possession of properties of any kind which they may possess themselves or through other persons as owners or as heirs and assigns of owners prior to the date of the aforesaid decree, shall be immediately protected in the possession of the same by the judge or court from which said decree was issued, or which may have cognizance of the proceedings for any reasons whatsoever, even should it be through appeal taken, and even when for any reason the suit or proceedings should have been suspended.

IV. To obtain the protection referred to in the preceding article it will be sufficient that the party disturbed or dispossessed request it in writing, on condition that the grounds that justify him in making his request, whether they refer to the control or to the possession of the property, appear in the proceedings of the suit or in others that may be principal or incidental thereto, or in a contrary case: *Provided,* That authenticated documents be presented proving said grounds.

In either of these two cases the judge or court, without hearing anyone, shall forthwith order that protection be given, condemning the disturber or dispossessor to the payment of costs, and directing that on the same day action be taken, or that there be issued and delivered to the claimant the communications that may be necessary to make effective said protection, and that for said purpose the proper warnings be given to the disturber or, as the case may be, that the party dispossessed have his property restored to him. The collection of costs shall not be made effective until the party condemned to their payment is notified and the said decision becomes final.

V. Should protection be denied, the payment of costs shall be imposed upon the claimant. The latter may request, within three days, the reversal of said decision; which recourses, also without hearing any other parties, shall be decided before the close of the day following that on which the recourse was instituted. And if the reversal should be denied, the costs shall also be imposed upon the claimant. The latter may appeal within three days.

VI. Should protection be allowed, as soon as the necessary action has been taken to make it effective, notice of the decision shall be given to the parties in the suit or proceedings, who may ask for a reversal within three days; this recourse shall be substantiated in the manner prescribed for such recourses by the law of civil procedure. If the appeal should be declared groundless the appellant shall be condemned to the payment of costs, and if otherwise they shall be imposed upon the party asking for protection. The decision may be appealed against within the third day.

VII. Should an embargo, occupation, or auction sale of certain properties be ordered and other properties be included at the time of the execution of said order, the court or tribunal must of its own accord correct the said informality or excess of authority as soon as it may be informed thereof, by ordering without delay and without hearing anyone that properties thus unduly included be excluded from the action, taking all measures that may be necessary for the purpose, including the issuance of orders, warrants, and requisitorial letters which may be required in every case. Against such a decision, after it has been carried into effect, recourses of reversal and appeal may be had in the form and within the terms established in the preceding article.

Notwithstanding the fact that judges and courts must proceed of their own accord in the cases to which this article refers, the parties injured by the said excess of authority may request that it be corrected, using for that purpose the appeal for protection that is established by this order.

VIII. If the grounds that justify the appeal for protection do not appear in the proceedings of the case itself, or in others principal or incidental thereto, nor public documents of any kind are presented proving the same, the judge or court shall appoint a day and hour within the following six days for the appearance of the interested parties with the proofs they may have, and he shall give said interested parties or their attorneys a hearing and weigh the proofs which they bring; these may be of any kind whatsoever if they refer to the fact of possession, or may consist only of public documents if they refer to the ownership, and decision shall be rendered forthwith or at latest before the ending of the following day, which decision shall be immediately enforced without any necessity of prior notification if it declares that the protection is allowed.

A decision rendered by any judge is appealable in every case within three days.

IX. All appeals may be instituted by indorsement on the records themselves or by written application, the intervention of a lawyer not being necessary, and they shall be heard for the decision of the judge of primera instancia or of instrucción of the district, if the decision appealed against should have been rendered by a municipal judge, and for the decision of the proper sala of the corresponding audiencia if it should have been rendered by a judge of primera instancia, of instrucción, or a correctional judge. Should it have been rendered primarily by a sala de justicia, only a recourse of entreaty (suplica) before the court in full session shall be pertinent, which will be instituted and decided after a public hearing under the same conditions and in the same manner as ordinary appeals.

X. Within the three days following the date of the institution of an appeal in cases where the latter is in order the proceeding shall be sent to the court or tribunal that must have cognizance of the same, first summoning the parties interested to appear before the said court or tribunal within the fifth day. If the court or tribunal that is to have cognizance of the appeal should be situated at a different place from the one that issued or rendered the decision appealed against, the period named in the summons shall be extended one day for each 20 kilometers of distance. If the period named in the summons should pass by without the appearance of the appellant the decision appealed against shall be legally final and the records shall be returned by the court's own action before the close of the following day to the lower court, a statement being made therein of the circumstance.

XI. If the appellant should appear within the period named in the summons, a day shall be named for the hearing, which shall take place within the three days following; and the interested parties or their attorneys having been heard, sentence shall be rendered within the following three days, together with the declaration that may be proper concerning costs, without further appeal, the proceedings being immediately returned to the lower tribunal or court, where said sentence shall be notified.

The hearing of the case shall not be postponed in consequence of the illness or inability of the parties or their attorneys.

XII. This order shall be applied in civil as well as in criminal suits, and it shall govern those cases that may hereafter occur, and those which may heretofore have occurred but which have not been finally decided.

XIII. In cases of disturbance of property, or of spoliation thereof, not included in the foregoing articles the proceedings established by the law of civil procedure for retention or return of possession shall remain in force; but the competent judge shall be the municipal judge, against whose decision appeal may be had before his superior in rank.

XIV. All matters relating to the recourse of protection shall be substantiated in a separate record of proceedings, in order that the course of the records of the main matter in question be not hampered; but the execution of the decision against the recourse of protection which has been taken shall be suspended in the part concerning the recourse.

XV. If because of an appeal said separate record of the proceedings and the original records (if these be necessary) be forwarded to the higher courts and the course of the principal matters be hampered thereby, a separate record of proceedings shall be drawn up, which shall include the indispensable data in order that all steps be taken to obviate delay.

XVI. Whenever, by virtue of a judicial decree, and notwithstanding the provisions of Article II, a person should be placed in possession of any property whatsoever which is held by another than the one supposed to be the owner or holder of said property, and said judicial decree is based on this supposition, the person placed in the possession of the property shall not dispose of it nor of the proceeds thereof as long as he is not authorized by the judge or the court by whom the occupation or possession thereof may have been ordered; and to this effect there shall be filed before the said judge or the court, within the two days next following, the proper record of the occupation or possession mentioned. Whenever the property is not situated within the locality where the judge or court sits, the above-mentioned period shall be extended at the rate of one day for every 20 kilometers distance from the place where the judge or court is located; and if after this period has expired the party concerned should not have filed the above-mentioned record of possession, the occupation or possession shall be legally ineffective, and the judge or tribunal shall accordingly take proper action in the matter.

XVII. The distances which have been covered by railroad or steamer in each case shall only give the right for an extension of one day for every 100 kilometers when computing the periods to which Articles X and XVI refer.

XVIII. The provisions of this order shall in no way be detrimental to the rights and actions which the parties concerned may be entitled to concerning the final ownership and possession, or the right to sue for any kind of responsibilities whatsoever; which rights and actions they can use in any way and form that may be proper.

XIX. The provisions of this order shall go into effect from the date of its publication in the Official Gazette, and all legal provisions in conflict therewith are hereby revoked.

J. B. Hickey,
Assistant Adjutant-General.

No. 363.

Headquarters Division of Cuba,
Habana, September 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Federico Martinez de Quintana, president of the audiencia of Habana, is hereby relieved from office, the Government reserving the right to utilize his services when and where it may deem convenient.

II. Carlos Ortis y Coffigny is hereby appointed president of the audiencia of Habana, vice Federico Martinez de Quintana.

J. B. Hickey,
Assistant Adjutant-General.

No. 364.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The following associate justices of the audiencia of Habana are hereby relieved from office: Francisco Guiral, Rafael Maydagan, Emilio Iglesias, and Manuel Jaime. The Government reserving the right to utilize their services when and where it may deem fit.

J. B. HICKEY,
Assistant Adjutant-General.

No. 365.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Felipe Sanchez y Romero, judge of primera instancia é instrucción of the western district of Habana, is hereby relieved from office.

II. Manuel Landa is hereby appointed to said office.

III. Antonio del Valle y Du-Quesne is hereby appointed deputy fiscal of the audiencia of Habana.

IV. Mariano Aramburu is hereby appointed judge of primera instancia é instrucción of Bejucal.

J. B. HICKEY,
Assistant Adjutant-General.

No. 366.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointments, and the appointees shall take possession of their offices within the period of twenty days from the publication of this order:

I. For secretary of the supreme court, Antonio Mesa y Dominguez; for assistant fiscal of the supreme court, Jose I. Travieso y Lopez.

II. For president of the audiencia of Pinar del Rio, Jose Gabarroca y Horta; for fiscal of the audiencia of Pinar del Rio, Enrique Villuendas; for associate justices of the audiencia of Pinar del Rio, Jorge de la Calle, Jose C. Milanes, Pablo Roura Carnesoltas.

III. For associate justices of the audiencia of Habana, Jose Antonio Pichardo, Jose Maria de la Torre y Bassave, Victor Pichardo, Francisco Ramirez Chenard.

IV. For associate justice of the audiencia of Matanzas, Cosme de la Torriente; for assistant fiscal of the audiencia of Matanzas, Juan Gutierrez Quiros.

V. For associate justices of the audiencia of Santa Clara, Federico Garcia Ramis, Manuel Monteverde; for assistant fiscal of the audiencia of Santa Clara, Ibrahim Cosio.

VI. For president of the audiencia of Puerto Principe, Jose Maria Gispert; for associate justices of the audiencia of Puerto Principe, Octavio Lamar Salomon, Severo Pina Marin; for assistant fiscal of the audiencia of Puerto Principe, Juan M. Menocal.

J. B. HICKEY,
Assistant Adjutant-General.

No. 367.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 15, 1900.

The military governor of Cuba directs me to announce the following:

Francisco de P. Soler and Leopoldo Sanchez are hereby appointed as members of the provincial board of canvassers of Pinar del Rio, vice Jose Maria Llopis and Rafael Avellaneda.

J. B. HICKEY,
Assistant Adjutant-General.

No. 368.

HEADQUARTERS DIVISION OF CUBA,
Habana, August 1, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following regulations for the public schools of the island of Cuba:

COMMISSIONER OF PUBLIC SCHOOLS.

1. Commissioner the chief executive officer.—There shall be a chief executive officer for the public schools of the island, to be appointed by the military governor and to be known as the commissioner of public schools, and in the performance of his duties as such he shall be guided by this order, and by such rules and orders as may be promulgated hereafter by the military governor or the secretary of public instruction.

2. Duties of commissioner.—It shall be the duty of the commissioner of public schools to see that all orders and instructions from the proper authority pertaining to the public schools of the island are rigidly and impartially enforced. He shall make annually, to the secretary of public instruction, a report of the public schools of the island, which shall contain an abstract of the reports herein required to be made to him, and such other information as he may deem valuable; and he shall make such special reports as may be required by the military governor or secretary of public instruction. It shall be his further duty to superintend the building of schoolhouses throughout the island, and direct the purchase and disposition of such supplies as the military governor may authorize.

BOARD OF SUPERINTENDENTS.

3. Composition of the board.—There shall be a superintendent of the public schools of the island, to be appointed by the military governor upon the recommendation of the secretary of public instruction and to be known as the island superintendent of public schools, who shall be assisted in each province in the performance of his duties by an assistant to be appointed in the same manner as the island superintendent, and to be known as the provincial superintendent of public schools; the island superintendent as president, with the provincial superintendents as members, shall constitute a board of superintendents for the public schools of the island.

4. Duties of board and individual superintendents.—Each provincial superintendent is the assistant and agent of the commissioner of public schools in the general government and management of the puplic schools of the island. The board of superintendents shall fix upon and introduce proper methods of teaching in the public schools of Cuba, and shall select text-books and arrange the courses of studies for the different grades of public schools throughout the island; and in all schools of the island which are of the same grade, the same text-books and the same courses of studies shall be used.

4a. Sessions of the board of superintendents.—The board of superintendents shall hold regular sessions on the first Monday of October and March at such places within the island as it may deem desirable; and may adjourn from time to time, or hold special meetings at any other time or place within the islands as it deems desirable for the transaction of business, which special meetings may be called by the president of the board of superintendents.

CLASSIFICATION OF DISTRICTS.

5. Classes of school districts.—The island is hereby divided into school districts to be styled, respectively, city districts of the first class, city districts of the second class, and municipal districts.

6. City districts of the first class.—Each city of the island having a population of 30,000 or more by the last preceding census of the island shall constitute a city district of the first class. Under this paragraph the following cities are announced as forming city districts of the first class: Habana, Santiago, Matanzas, Cienfuegos, and Puerto Principe.

7. City districts of the second class.—Each city having a population of more than 10,000 and less than 30,000 by the last preceding census of the island shall constitute a city district of the second class. Under this paragraph the following cities are announced as forming city districts of the second class: Cardenas, Manzanillo, Guanabacoa, Santa Clara, Sancti Spiritus, Regla, Trinidad, Sagua la Grande, and Pinar del Rio.

8. Municipal districts.—Each organized municipality, exclusive of any of the territory included in a city district, shall constitute a school district, to be styled a municipal district.

CITY DISTRICTS OF THE FIRST CLASS.

9. Board of education.—The board of education in city districts of the first class shall consist of a school council and a school director.

10. School council.—The legislative power and authority shall be vested in the school council, which shall consist of seven members, to be elected by the qualified electors residing in such district, and no two members of the council shall be residents of the same ward.

11. School council election and term.—The first election for such council shall be held on the same day as the annual municipal elections in 1901, at which election three members of the council shall be elected for a term of two years, and their successors shall be elected at the annual municipal election for 1903, and biennially thereafter, and four members of the council shall at such election in 1901 be elected for a term of one year, and their successors shall be elected at the annual municipal election of 1902 for a term of two years, and biennially thereafter; and all members of the council shall serve until their successors are elected and qualify.

President and clerk.—The council shall organize annually by choosing one of their members president, also a clerk, who shall not be a member thereof, and who shall receive a salary to be fixed by the council which shall not exceed $1,500 per year.

11a. Appointment of first board of education. The school director and the school council provided for in paragraph 9 shall be appointed by the military governor from candidates recommended to him by the secretary of public instruction immediately after the publication of this order in the Official Gazette, to serve until their successors have been elected and duly qualified as provided for in paragraphs 11 and 16.

12. Resolutions of the council.—Every legislative act of the council shall be by resolution. Every resolution involving an expenditure of money or approval of a contract for the payment of money shall, before it takes effect, be presented, duly signed by the clerk, to the school director for approval.

Director's approval.—The director, if he approves such resolution, shall sign it, but if he does not approve it he shall return the same to the council at its next meeting, with his objections, which objections the council shall cause to be entered upon its journal, and if he does not return the same within the time above limited it shall take effect in the same manner as if he had signed it; provided, that the director may approve or disapprove the whole or any items or part of any resolution appropriating money; and further provided, that any item disapproved shall have no bearing or connection with any other part of such resolution.

Passage over director's veto.—When the director refuses to sign any such resolution or part thereof, and returns it to the council with his objections, the council shall forthwith proceed to reconsider it; and if the same is approved by the vote of two-thirds of all the members elected to the council it shall then take effect as if it had received the signature of the director; and in all such cases votes shall be taken by yeas and nays, and entered on the record of the council.

13. Teachers and employees.—The council shall provide for the appointment of all necessary teachers and employees and prescribe their duties and fix their compensation.

14. School director; election and powers.—The executive power and authority shall be vested in the school director, and in the performance of his duties as chief executive officer he shall be guided by this order, and by such rules and orders as may be promulgated by proper authority, and by the resolutions of the council. He shall be elected by the qualified electors of the districts.

15. He shall devote his entire time to the duties of his office, and shall receive an annual salary not to exceed $2,400, payable monthly; and before entering upon the discharge of the duties of his office shall give bond to be approved by the board for the faithful performance thereof in the sum of $5,000, which bond shall be deposited with the clerk within ten days from date of election and preserved by him. The director shall report to the council annually, or oftener if required, as to all matters under his supervision; he shall attend to all meetings of the council and may take part in its deliberations, subject to its rules, but shall not have the right to vote, except in case of a tie.

16. First election and term.—The first election for such director shall be held on the same day as the annual municipal election of 1901, and his successor shall be elected at the time of the annual municipal election for 1903 and biennially thereafter. Any director shall serve until his successor is elected and qualified.

17. Vacancies.—In case of any vacancy in the office of school director or member of the council, the council may, by the votes of the majority of all the members elected, fill such vacancy until the next annual municipal election, when the same shall be filled by election for unexpired term.

18. Superintendent of instruction.—The council shall appoint and fix the salary of a superintendent of instruction, who shall be a person of well-known ability and shall remain in office during good behavior, and the council may at any time, with the approval of the secretary of public instruction, for sufficient cause, remove him; but the order for such removal shall be in writing, specifying the cause therefor, and shall be entered upon the records of the council.

Powers and duties.—The superintendent of instruction shall have the sole power to appoint and discharge, with the approval of the council, all assistants and teachers authorized by the council to be employed, and shall report to the council, in writing, quarterly, and oftener if necessary, as to all matters under his supervision, and may be required by the council to attend any or all of its meetings; and except as otherwise provided in this order, all employees of the board of education shall be appointed or employed by the school director.

19. Warrants for money.—The clerk of the board shall issue all warrants for the payment of money from the school funds, but no warrant shall be issued for the payment of any claim until such claim is approved by the school director, except the pay roll for assistants in school work and teachers, which shall be approved by the superintendent of instruction only.

20. Liability of clerks and sureties.—If the clerk shall draw a warrant for any claim contrary to law, he and his sureties hereinafter provided for shall be individually liable for the amount of the same.

21. Clerk's reports.—The clerk shall submit to the council quarterly, and oftener if required by it, a report of the account of the board, verified by his oath, exhibiting the revenues, receipts, disbursements, assets, and liabilities of the board, and the manner in which the funds have been disbursed.

22. Contracts.—All contracts involving more than $250 in amount shall be in writing, executed in the name of the board of education by the school director and approved by the council.

23. Conduct of elections.—The election provided for in paragraphs 11 and 14 shall be conducted by the judges and clerks of the municipal elections and in compliance with the same law or laws covering such elections.

24. Meetings of the board of education; regular and special.—The board of education shall hold regular meetings once every two weeks, and may hold such special meetings as it may deem necessary. It may fill all vacancies that occur in the board until the next annual election, and may make such rules and regulations for its own government as it may deem necessary, but such rules and regulations must be consistent with this order.

CITY DISTRICTS OF THE SECOND CLASS.

25. Board of education.—In city districts of the second class, the board of education shall consist of six members, who shall be judicious and competent persons with the qualifications of an elector therein, and shall be elected by ballot at the annual municipal election in 1901 by the qualified electors of the city.

Elections.—Those elected shall be divided, upon the fifteenth day thereafter, by lot, into three equal classes; the members of the first class shall serve for one year, the members of the second class for two years, and the members of the third class for three years. All elections of members for the board of education thereafter shall be held at the regular municipal election annually, and all members shall serve until their successors are elected and qualified.

26. Judges of election.—The election for members of the board of education in city districts of the second class shall be held by the same judges and clerks provided for the municipal election, and returns of such election, duly certified as in other cases, shall be made within five days to the clerk of the board of education of any such city.

27. First board of education.—Upon receipt of this order, mayors of cities that constitute city districts of the second class shall appoint the six members of the board of education, who shall elect one of their members president of the board. The board so constituted shall be the board of education for such city district of the second class until the election and qualification of the board of education as provided for in the preceding paragraph.

28. Upon the appointment and qualification of the board of education provided for in the preceding paragraph for such city district of the second class, and upon the election and qualification of the board of education provided for in paragraph 31,

the board of education of the municipality in the territory of which is situated the newly formed city district of the second class shall be dissolved and cease to exist.

29. Notice of election.—The clerk of the board of education of each city district of the second class shall publish a notice of the election provided for in the preceding paragraphs, in a newspaper of general circulation in the district, or post written notices of such election in five of the most public places in the district, at least ten days before the holding of the same, which notice shall specify the time and place of the election and the number of persons to be elected. At the first election for members of the board of education of any city district of the second class, the notice of election herein required shall be made by the then existing board of education.

30. The board of education shall hold regular meetings once every two weeks, and may hold such special meetings as it may deem necessary. It may fill all vacancies that occur in the board until the next annual election, and may make such rules and regulations for its own government as it may deem necessary, but such rules and regulations must be consistent with this order. It shall organize annually by choosing one of its members president.

MUNICIPAL DISTRICTS.

31. Municipal board of education.—The board of education of each municipal district shall consist of one director elected for a term of three years from each subdistrict; provided, that if the number of subdistricts in any municipal district exceeds fifteen, the board of education shall consist of those directors who have one and two years still to serve; and that if the number of subdistricts exceeds twenty-four, the board of education shall consist of those directors who have but one year to serve. The director of each subdistrict is the representative of the inhabitants of that subdistrict in educational matters, and, if not a member of the board of education, shall represent to the board, in writing, the wants of his subdistrict.

32. Election and qualification of directors.—There shall be elected by ballot as soon as possible after paragraph 37 of this order has been complied with in each subdistrict, by the qualified electors thereof, one competent person, to be styled director, who shall be a resident therein. These directors shall meet at a schoolhouse in the principal town of the municipal district, and shall be divided upon the third Saturday after such election, by lot, into three classes, as nearly equal as possible. The directors of the first class shall serve for the term of one year, the directors of the second class for two years, and the directors of the third class for three years. All elections of directors thereafter shall be held on the last Saturday of April, annually, and all directors shall serve until their successors are elected and qualify.

33. Notice of election.—The director of each subdistrict where the election may occur shall post written or printed notices in three or more conspicuous places of his subdistrict at least six days prior to the date of election, indicating the day and hour of opening and the hour of closing the election, and the place where such election is to be held. The election shall, when practicable, be held at the schoolhouse in the subdistrict.

Judges of election.—The meeting shall be organized by appointing a chairman and secretary, who shall act as judges of the election, under oath or affirmation, which oath or affirmation may be administered by the director of the subdistrict, or any other person competent to administer such an oath or affirmation, and the secretary shall keep a poll book and tally sheet, which shall be signed by the judges and delivered within five days to the president of the board of education of the district.

Notice at first election.—At the first election for directors of subdistricts provided for in paragraph 32, the notices of election herein required shall be posted in the different subdistricts by the now existing board of education, and the oath or affirmation herein required to be administered may be administered by any elector present.

34. Regular and special meetings.—The board of education shall hold regular sessions on the second Saturday of May, July, September, November, and January, at a schoolhouse in the principal town of the municipal district, for the transaction of business, and may adjourn from time to time or hold special meetings at any other time or place within the township as it deems desirable for the transaction of business; each special meeting may be called by the clerk of the board, by the president of the board, or by two or more members of the board, but each member of the board must be duly notified thereof personally, or by written notice left at his residence or usual place of business.

35. Maps of township district.—A map of each township district shall be prepared by the board, as it may be necessary, in which shall be designated the numbers and boundaries of the subdistricts thereof. The board may, at any regular session, increase or diminish the number, or change the boundaries of subdistricts, but any increase in the number of subdistricts in any municipality will be subject to the approval of the provincial superintendent.

36. Election in new subdistricts.—When the board consolidates two or more subdistricts into a new subdistrict, or establishes a new subdistrict in any other way, it shall call a special meeting of the qualified electors resident in the new subdistrict for the purpose of electing one director for the same. Notice shall be given of such election, and the election shall be conducted as provided in this order, and a director shall be elected to serve the term which shall render the classes of directors most equal from the annual meeting on the second Saturday of May next preceding the organization of the new subdistrict, and the terms of office of the directors of subdistricts so consolidated shall expire at the time such new subdistrict is created.

REORGANIZATION OF DISTRICTS.

37. Division into subdistricts.—The board of education of each municipal district provided for in Order No. 226, December 6, 1899, shall at once divide its municipal district, exclusive of whatever territory may be comprised in a city district of the first or second class, into subdistricts. No subdistrict shall contain less than 60 resident scholars by enumeration, except in cases where, in the opinion of the board, it is absolutely necessary to reduce the number. The division shall be so made that the number of teachers shall not be increased over that employed at the time this order is received, except with the approval of the military governor.

38. Number of schools in a district.—No subdistrict shall be without at least one school, open to children of both sexes, or if not such a mixed school then at least two schools, one for boys and one for girls. In rural subdistricts it is preferable to have but one mixed school to a subdistrict. In cities of either the first or second class subdistricts may have one or more schools for girls and one or more for boys. Schools of any subdistrict shall be in the same building, unless this is absolutely impossible, in which case they shall be as near together as possible.

39. Designation of subdistrict.—Subdistricts of any school district, city or municipal, shall be designated by the numerals 1, 2, 3, etc., consecutively, and hereafter, when officially referring to any school district, it shall be as follows: Subdistrict No. ...., municipality or city of.............., province of............

40. Map of municipal district.—As soon as possible after the completion of the reorganization herein directed, each board of education will have prepared a map of its municipality, showing the approximate boundaries of school districts, and the approximate location of schoolhouses therein. A copy of this map shall be posted at all times in each schoolhouse of the district, together with a list of unmarried youth of school age in the subdistrict. One copy of this map shall be sent to the commissioner of public schools and one to the provincial superintendent as soon as completed.

THE CLERK.

41. Bond of clerk.—The clerk of each board of education shall execute a bond, in an amount and with surety to be approved by the board, payable to the treasurer of the island of Cuba, conditioned that he shall perform faithfully all the official duties required of him; which bond shall be deposited with the president of the board, and a copy thereof, certified by the president of the board, shall be filed with the provincial superintendent and commissioner of public schools.

42. When orders of clerk for teacher's pay illegal.—It shall be unlawful for the clerk of the board to draw an order on the proper disbursing officer for the payment of a teacher for services, until the teacher files with him such reports as may be required by the commissioner of public schools, or the superintendent of the island. And, after the provincial superintendent has notified the board of education that paragraphs 101 and 102 have been complied with, the teacher shall furnish a legal certificate of qualification, or a true copy thereof, covering the entire time of the service, and a statement of the branches taught; all of these documents must be carefully filed by the clerk and handed over to his successor in office.

43. Annual statistical report of board of education.—The clerk of each board shall prepare the annual report of the expenditures of school money in his district, and a statistical statement in reference to the schools required of the board by paragraph 47, and transmit the same to the provincial superintendent on or before the last day of August.

44. Publication of expenditures for school purposes.—The board of education of each district shall require the clerk of the board annually, ten days prior to the election for members of the board and directors of subdistricts, to prepare and post at the place or places of holding such elections, or publish in some newspaper of general circulation in the district, an itemized statement of all moneys expended for school purposes in the district within the school year last preceding.

The clerk shall also prepare monthly on forms to be furnished by the commissioner of public schools an estimate of the probable expense necessary to continue the schools of his district for the following month.

45. *Clerk to deliver books, etc., to successor.*—Each clerk shall, at the expiration of his term of office, deliver to his successor all books and papers in his hands relating to the affairs of his district, including certified copies thereof, and reports of school statistics filed by teachers.

46. *How clerk shall keep accounts.*—The provincial superintendent of each province shall furnish to the clerk of each school board in his province a suitable blank book made according to the form prescribed by the commissioner of public schools, in which shall be kept a record of the school fund of his district, giving amounts expended and for what purposes.

REPORTS.

47. *Annual reports of board of education.*—The board of education of each district shall make a report to the provincial superintendent, on or before the last day of August of each year, containing a statement of the expenditures of the board, the number of schools sustained, the length of time such schools were sustained, the enrollment of pupils, the average monthly enrollment, and average daily attendance, the number of teachers employed and their salaries, the number of schoolhouses and schoolrooms, and such other items as the commissioner of public schools may require, and within five days after any meeting of any board of education the clerk of the board shall forward to the proper provincial superintendent an exact copy of the minutes of said meeting.

48. *In what form to be made.*—The report shall be made on blanks which shall be furnished by the commissioner of public schools to the provincial superintendent, and by the provincial superintendent to each clerk of school boards in his province, and each board of education, or officer or employee thereof, or other school officer in any district or province, shall, whenever the island superintendent so requires, report to him direct upon such blanks as he shall furnish, any statement or items of information that he may deem important or necessary.

49. *Reports by principals and teachers.*—Boards of education shall require all teachers and principals to keep the school records in such manner that they may be able to report annually to the provincial superintendent, as required by the provisions of this order, and may withhold the pay of such teachers as fail to file with the clerk reports required of them. The board of education of each city district shall prepare and publish annually a report of the condition and administration of the schools under its charge, and include therein a complete exhibit of the statistical affairs of the district.

50. *Duty of provincial superintendent as to school report.*—The provincial superintendent of each province shall, on or before the 20th day of September annually, prepare and transmit to the island superintendent an abstract of all the returns of school statistics made to him from the several districts in his province, according to the forms prescribed by the commissioner of public schools, and such other facts as the commissioner of public schools may require. He shall also cause to be distributed all such orders, circulars, blanks, and other papers in the several school districts of the province as the island superintendent may lawfully require.

51. *When provincial superintendent should appoint person to make report.*—Upon the neglect or failure of a clerk of a board of education of any district to make the reports required herein by the time specified, the provincial superintendent shall appoint some suitable person, resident of the district, to make such reports, who shall receive the same compensation therefor and in the same manner as is allowed the clerk for like service, and before an order for the pay of clerk shall be made, he shall present to the board a statement, officially signed and certified by the provincial superintendent, that he has rendered all the reports of statistics for the year or month required by this order.

PROVISIONS APPLYING TO ALL SCHOOL BOARDS.

52. *Status, powers, and duties.*—Boards of education of all school districts organized under the provisions of this order shall be, and they are hereby declared to be, bodies politic and corporate, and as such capable of suing and being sued, contracting and being contracted with, acquiring, holding, possessing, and disposing of property both real and personal, and of exercising such other powers and having such other privileges as are conferred by this order.

53. *How property may be disposed of.*—When a board of education authorized so to do decides to dispose of any property, real or personal, held by it in its corporate capacity, exceeding in value $300, it shall sell the same at public auction, after giving at least thirty days' notice thereof by publication in some newspaper of general circulation, or by posting notices in at least five of the most public places in the district to which such property belongs.

54. *What property the boards have title to.*—All property, real or personal, which has heretofore vested in and is now held by any board of education for the use of public or common schools in any districts, is hereby vested in the board of education provided for in this order, and having under this order jurisdiction and control of the schools in such district.

55. *School property exempt from taxation.*—All property, real or personal, vested in any board of education, shall be exempt from tax and from sale on execution, or other writ or order in the nature of an execution.

56. *Conveyances and contracts.*—All conveyances made by the board of education shall be executed by the president and clerk thereof; no member of a board shall have any pecuniary interest, either direct or indirect, in any contracts of the board, or be employed in any manner for compensation by the board of which he is a member, and no contract shall be binding upon any board unless made or authorized to be made at a regular or special meeting of the board.

57. *Process against boards and how served.*—Process in all suits against a board of education shall be by summons, and shall be served by leaving a copy thereof with the clerk or president of the board.

58. *Tie vote to be decided by lot.*—In all cases of tie votes at an election for members of a board of education, the judges of election shall decide the election by lot; and in other cases of failure to elect members of the board, or in case of a refusal to serve, the board shall appoint.

59. *Oath of members and other officers.*—Each person elected or appointed a member of a board of education, or elected or appointed to any other office under this title, shall, before entering upon the duties of his office, take an oath or affirmation to support the military government of the island of Cuba, and that he will perform faithfully the duties of his office, which oath or affirmation may be administered by the clerk or any member of the board; and no person shall be elected or appointed a member of a board of education who has not the qualification of an elector and is not able to read and write.

60. *Organization and selection of officers.*—Each board of education shall choose annually from among its members a president and a clerk, who shall not be a member of the board, and who shall hold no other salaried public office; his salary shall be fixed by the board of education and paid from the island funds on regular approved estimates; but such salary shall not exceed $1,000 per year in city districts of the second class and $750 in municipal districts. Each board of education provided for in order No. 226, series of 1900, headquarters division of Cuba, shall at once choose a clerk to serve until the election and qualification of the board of education provided for in paragraph 31.

61. *Vacancies in board; how filled.*—Vacancies in any board of education arising from death, nonresidence, resignation, expulsion for gross neglect of duty, or other cause, which occur more than fifteen days before the next annual election, the board shall fill within ten days from the occurence of the vacancy, until the next annual election, when a successor shall be elected to fill the unexpired term.

62. *Quorum; yeas and nays to be taken in certain cases.*—A majority of the board of education shall constitute a quorum for the transaction of business; upon a motion to adopt a resolution authorizing the purchase or sale of property, either real or personal, or to employ a superintendent, teacher, janitor or other employee, or to elect or appoint an officer or to pay any debt or claim, the clerk of the board shall call publicly the roll of all the members composing the board, and enter on the records required to be kept names of those voting "aye," and the names of those voting "no." If the majority of all the members of the board vote "aye," the president shall declare the motion carried, and upon any motion or resolution any member of the board may demand the yeas and nays, and thereupon the clerk shall call the roll and record the names of those voting "aye" and those voting "no." In all cases except those which are declared to require a majority of all the members composing the board, a majority of the quorum is sufficient to pass a measure, and the roll need not be called unless demanded by a member of the board, and in the case of a tie the president shall cast an additional vote.

63. *Absence of the president or clerk.*—If, at any meeting of the board, either the president or clerk is absent, the members present shall choose one of their number to serve in his place pro tempore; and if both are absent, both places shall be so

filled, but upon the appearance of either at the meeting, after his place has been so filled, he shall immediately assume the duties of his office.

64. *Record of proceedings and attestation thereof.*—The clerk of the board shall record the proceedings of each meeting in a book to be provided by the board for that purpose, which shall be a public record. The record of the proceedings at each meeting of the board shall be read at its next meeting, recorrected if necessary, and approved, and the approval shall be noted in the proceedings, and after such approval the president shall sign the record, and the clerk shall attest the same.

65. *Illegal meetings.*—The board of each district shall make such rules and regulations not in conflict with the orders of higher authority as it may deem expedient and necessary for its government and the government of its appointees and the pupils; and any meeting of a board of education not provided for by its rules or by this order shall be illegal, unless all the members thereof have been notified in a similar way to that provided for boards of education of municipal districts in paragraph 34. In like manner, whenever deemed necessary for consultation therewith a provincial superintendent may convene any board of education in his province.

66. *Yearly estimate of expenses.*—Each board of education shall make annually, before the last day of August, on forms to be furnished for that purpose, a detailed estimate of the probable expenses of the corresponding district for the school year next following, such estimate to be forwarded to the provincial superintendent.

67. *Rental and use of schoolhouses.*—The board of education of any district is empowered to rent suitable schoolrooms, but no lease of schoolroom or building shall be made for a period exceeding two years, the board of education reserving the right to terminate the lease at any time on thirty days' notice. When in the judgment of any board of education it would be for the advantage of the children residing in any school district to hold literary societies, school exhibitions, normal school or teachers' institutes, the board of education shall authorize the opening of such schoolhouses for the purposes aforesaid, provided such action shall in no wise interfere with the public schools in such district.

68. *Illegal use of schoolhouses.*—Schoolrooms shall be secured in healthful localities, and shall be clean, well ventilated, and well lighted, and all rooms, buildings or parts of buildings rented or assiged for school use shall be used exclusively for school purposes, and no teacher, janitor, or other person shall dwell therein.

69. *Sufficient schools must be provided.*—With the approval of the military governor, each board of education shall establish a sufficient number of schools to provide for the free education of the youth of school age in the district under its control, at such places as will be most convenient for the attendance of the largest number of such youth, and shall continue each and every day school so established thirty-six weeks in each school year; and each municipal board of educarion shall establish at least one primary school in each subdistrict under its control.[1]

70. *School at children's homes and orphan asylums.*—The board of any district in which a children's home or orphans' asylum is or may be established by law, shall, when requested by the directors of such children's home or orphans' asylum, establish in such home or asylum a separate school, so as to afford to the children therein, as far as practicable, the advantages and privileges of the common school education; all schools so established in any such home or asylum shall be under the control and management of the directors of such institution, which directors shall, in the control and management of such schools, as far as practicable, be subject to the same laws that boards of education and other school officers are who have charge of the common schools of such district; and the teacher of any such school so established shall make all reports required by this order the same as any other teacher of the district and to the same officers.

71. *Evening schools.*—In any district, or part thereof, parents or guardians of children of school age may petition the board of education to organize an evening school. The petition shall contain the names of not less than 25 youths of school age who will attend such school, and who, for reasons satisfactory to the board, are prevented from attending day school; upon receiving such petition the board of education may provide a suitable room for the evening school and employ a competent person, who holds a regularly issued teacher's certificate, to conduct it. Such board may discontinue any such evening school when the average evening attendance for any month falls below 12.

72. *Who may be admitted to public schools.*—Schools of each district shall be free to all unmarried youth between 6 and 18 years of age, who are children, wards or apprentices

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[1] Boards of education may, in their discretion, permit boys and girls of school age to attend the same school, and it is hoped that, at least with young children, this plan will prevail, as it will tend to develop that high respect between the sexes which is the basis of true womanhood and manhood. In small towns and in the country it may often be the only means of establishing sufficient schools.

of actual residents of the district, including children of proper age who are or may be inmates of a children's home or orphans' asylum located in any such school district; provided, that all unmarried youth of school age, living apart from their parents or guardians, and who work to support themselves by their own labor, shall be entitled to attend school free in the district in which they are employed. The several boards shall make such assignment of the unmarried youth of their respective districts to the schools established by them as will, in their opinion, best promote the interests of education in their district.

73. *Suspension and expulsion of pupils.*—No pupil shall be suspended from school by a superintendent or teacher except for such time as may be necessary to convene the board of education, and no pupil shall be expelled except by a vote of two-thirds of such board, and not until the parent or guardian of the offending pupil has been notified of the proposed expulsion and permitted to be heard against the same; and no pupil shall be suspended or expelled from any school beyond the current term thereof.

74. *Holidays.*—Teachers employed in the common schools may dismiss their schools without forfeiture of pay on such legal holidays as the military governor may, from time to time, appoint.

75. *School year, week, and day.*—The school year shall begin on the first day of September of each year, and close on the 31st day of August of the succeeding year. Schools shall open regularly on the second Monday of September of each year, and the first term shall end on December 24 next following. The second term shall begin January 2 of each year and end on the Friday next preceding holy week. The third term shall begin on the first Monday after said holy week and end when paragraph 69 has been complied with. The school month shall consist of four school weeks, and the school week shall consist of the five days from Monday to Friday, inclusive. The daily school session shall be for five hours, not including recesses, and the board of education shall designate the hours for opening and closing the schools of its district. In city districts of the first and second class the military governor may authorize the boards of education of such city districts to change the hours of duration of the daily school session, upon receiving good and sufficient reason for such change.

76. *Boards to control schools and appoint officers.*—Each board of education shall have the management and control of the public schools of the district, except as otherwise provided for boards of education in city districts, with full power to appoint principals, teachers, janitors, and other employees, and fix their salaries or pay, provided such salaries for teachers do not exceed per month the following: In Habana, $75; in the capitals of provinces and in Cardenas and Cienfuegos, $60; in all other municipalities, $50; except for all teachers in schools with an average attendance of less than 30 pupils, in which case the salary shall not exceed $30; and any person serving as a regular teacher of a school, and also having the supervision of not less than two other schools, shall be rated as a principal on the rolls and receive the additional sum of $10 per month. Such salaries or pay may be increased, but shall not be diminished during the term for which the appointment is made; but no person shall be appointed for a longer time than one year, and the board of education may dismiss any appointee for neglect of duty, immorality, or improper conduct, and shall state to such appointee, in writing, the reason therefor. Women only shall be employed in schools for girls; either women or men may be employed in schools for boys. For similar services women and men shall at all times receive equal pay.

77. *Date of teacher's appointment.*—The teacher's appointment shall date from, and the teacher's salary shall begin on, the day when he first takes charge of a school during any school term, and at the end of the first calendar month thereafter he shall be paid such part of a month's salary as corresponds to the length of time he has been in actual charge of a school. Thereafter his salary shall be due and payable for each calendar month, and all contracts for the service of teachers shall be for a term or period of time ending on the last day of August of the school year for which the teacher was hired.

78. *Salary during vacations.*—The teacher's salary will continue during vacations as well as the actual school period.

When salary may not be drawn.—In order to be entitled to draw the salary during vacations teachers must employ such periods in normal schools, teachers' meetings for instruction, or in following other courses of instruction approved by the board of superintendents, provided that such school meetings or courses of study are previously prescribed by said board, otherwise the salary will be regularly due the teachers without vacation work.

79. *When unlawful to employ teachers.*—It shall be unlawful for any board of education, prior to the annual election and the qualification of the director or directors elected thereat, to employ or contract to employ any teacher for a term to commence

after the expiration of the current school year; and the school director in each subdistrict of municipal districts, the president of the school board in each city district of the second class, and the superintendents of instruction in city districts of the first class shall give to the teacher or teachers under their control certificates of such employment and of services rendered, addressed to the clerk of the board of education, who, upon presentation thereof and compliance of such teachers with the provisions of paragraph 49, shall draw orders on the proper disbursing officer for the amount certified to be due, in favor of the parties entitled thereto, and the said disbursing officer shall pay the same. If salaries are not paid within thirty days of the date of application for the same by the teacher, boards of education shall, and teachers may, report the fact to the commissioner of public schools, who shall give the matter personal attention.

80. Teachers may sue board for pay.—If the board of education of any district dismiss any teacher for any frivolous or insufficient reason such teacher may bring suit against such board of education, and if on the trial of the case a judgment be obtained against the board of education the board shall direct the clerk to issue an order upon the proper disbursing officer for the sum so found due to the person entitled thereto, and in such suit process may be served on the clerk of the board of the district, and service upon him shall be sufficient.

ENUMERATION.

81. Yearly enumeration of school youth.—The board of education shall cause to be taken annually in each district during the two weeks ending on the fourth Saturday of March, an enumeration of all unmarried youths, denoting sex, between 6 and 18 years of age, resident within the district and not temporarily there, designating also the number between 6 and 8 years of age, the number between 8 and 14 years of age, the number between 14 and 16 years of age, and the number between 16 and 18 years of age.

82. How enumeration of youth is taken.—Each person required or employed under this order to take such enumeration shall take an oath or affirmation to take the same accurately and truly to the best of his skill and ability. When making return thereof to the clerk of the board of education he shall accompany the same with a list of the names of all the youths so enumerated, noting the age of each, and with his affidavit duly certified that he has taken and returned the enumeration accurately and truly to the best of his knowledge and belief, and that such list contains the names of all youths so enumerated and none other.

Compensation for same.—The officer to whom such return is required to be made may administer such oath or affirmation and take and certify such affidavits, and shall keep in his office for the period of five years such reports and lists of names, and each person taking and returning the enumeration shall be allowed by the proper board of education a reasonable compensation for his services, which in municipal subdistricts shall not exceed $2 for each person authorized, required, or appointed to perform the service.

83. Director to take enumeration in subdistricts.—The director of each municipal subdistrict shall take the enumeration of his subdistrict and return the same to the clerk of the board of education in the manner prescribed herein.

84. Clerks to transmit abstract of enumeration to provincial superintendent.—The clerk of each board shall, annually, on or before the first Saturday of April, make and transmit to the provincial superintendent of the province in which is situated the corresponding district an abstract of the enumeration required by this order to be returned to him according to the form prescribed by the commissioner of public schools, with an oath or affirmation indorsed thereon that it is a correct abstract of the returns made to him under oath or affirmation, and the oath or affirmation of the clerk may be administered and certified to by any member of the board of education, or by the provincial superintendent.

85. Provincial superintendent to furnish abstract to commissioner of public schools.—Each provincial superintendent shall make and transmit to the commissioner of public schools on or before the last Saturday of April in each year, on blanks to be furnished by the latter, an abstract of the enumeration returns made to him, duly certified.

86. Penalty for making fraudulent returns.—An officer through whose hands the enumeration required herein to be returned passes, who, by percentage or otherwise, adds to or takes from the number actually enumerated, or any enumerator who makes a fraudulent return of statistics shall be deemed guilty of a misdemeanor, and, upon conviction of such offense, shall be dismissed, and in addition to dismissal may be fined in any sum not less than $5 nor more than $100.

87. *False returns from teachers.*—Any teacher, principal or superintendent who makes a fraudulent return of statistics shall be summarily dismissed and disqualified from again teaching in the public schools of the island.

ATTENDANCE.

88. *Time of attendance; excusal from such attendance.*—Every parent, guardian, or other person having charge of any child between the ages of 6 and 14 years, shall send such child to a public or private school not less than twenty weeks, at least ten weeks of which, commencing with the first four weeks of the school year, shall be consecutive, occasional daily absence for reasonable excuse excepted, unless the child is excused from such attendance by the president of the board of education in municipal districts or city districts of the second class, and the superintendent of instruction in city districts of the first class, upon a satisfactory showing either that the bodily or mental condition of the child does not permit of its attending school or that the child is being instructed at home or in a private school by a person qualified, in the opinion of the clerk of the board of education, in the subjects of writing, spelling, reading, geography and arithmetic.

89. *Employment of children under 14 years of age.*—No child under the age of 14 years shall be employed by any person, company, or corporation during the school term and while the public schools are in session, unless the parent, guardian or person in charge of such child shall have fully complied with the requirements of the preceding paragraph. Every person, company, or corporation shall require proof of such compliance before employing any such minor, and shall make and keep a written record of the proof given, and shall, upon the request of the truant officers, hereinafter provided for, permit him to examine such record. Any person, company, or corporation employing any child contrary to the provisions of this paragraph shall be fined not less than $25 nor more than $50.

90. *Truant officers.*—To aid in the enforcement of the last two paragraphs, truant officers shall be appointed and employed as follows: In city districts the board of education shall appoint, employ, and fix the salary of one or more truant officers; in municipal districts the board of education shall appoint one truant officer. The compensation of the truant officer, except in city districts, shall be $2 per day for each day actually employed in carrying out the orders of the clerk of the board of education.

Powers and duties.—The truant officer shall be vested with police powers, and shall have authority to enter workshops, factories, stores, and all other places where children may be employed, and do whatever may be necessary in the way of investigation or otherwise to enforce the last two paragraphs. The clerk of the board of education, upon the representation of the truant officer, shall institute proceedings against any officer, parent, guardian, person, or corporation violating any of the provisions of the last two paragraphs. The truant officer shall keep a record of his transactions for the inspection and information of the board of education, and he shall make such reports to the clerk of the board of education as are required by him.

91. *Reports of principals and teachers.*—It shall be the duty of all principals and teachers of schools, public and private, to report to the clerk of the board of education of the district in which the schools are situated the names, ages and residence of all pupils in attendance at their schools, together with such other facts as said clerk may require, in order to facilitate the carrying out of the last three paragraphs, and such report shall be made the last week of each month. It shall be the further duty of such principals and teachers to report to the clerk of the board of education all cases of truancy in their respective schools as soon after the offenses have been committed as practicable.

92. *Proceedings in case of truancy.*—On the request of the clerk of the board of education, the truant officer shall examine into any case of truancy within his district, and warn the truant and his parents, guardian, or other person in charge, in writing, of the final consequences of truancy if persisted in. When any child between the ages of 8 and 14 years is not attending school without lawful excuse, or in violation of the preceding paragraph, the truant officer shall notify that parent, guardian, or other person in charge of said child of the fact, and require such parent, guardian, or other person in charge to cause the child to attend some recognized school within five days of the day of notice; and it shall be the duty of the parent, guardian, or other person in charge of the child so to cause its attendance at some recognized school.

Penalties imposed on parents, guardians, etc.—Upon failure to do so, the truant officer shall report the case to the clerk of the board of education, who shall make complaint against the parent, guardian, or other person in charge of the child, in any court of competent jurisdiction in the district in which the offense occurs, for such failure, and upon conviction, the parent, guardian, or other person in charge shall be fined not less than $5 nor more than $25, in the discretion of the court, the offense to be punishable as a falta; or the court may, in its discretion, require the person so convicted to give a bond in the penal sum of $100, with sureties to the approval of the court, conditioned that he or she will cause the child under his or her charge to attend some recognized school within five days thereafter, and to remain at such school during the term prescribed by law; and upon a failure or refusal of any such parent, guardian, or other person to pay said fine or furnish said bond, according to the order of the Court, then said parent, guardian, or other person shall be imprisoned in the proper jail not less than five days nor more than ten days.

93. When child is exempt.—When any truant officer is satisfied that any child, compelled to attend school by the provisions preceding, is unable to attend school because absolutely required to work at home or elsewhere, in order to support itself or help support or care for others legally entitled to its support, who are unable to support or care for themselves, the truant officcr shall report the case to the board of education, who may exempt such child from the provisions preceding.

94. Penalties.—Any officer or other person mentioned in the foregoing four paragraphs neglecting to perform any duty imposed upon him by these paragraphs shall be fined not less than $5 nor more than $20 for each offense. Any officer or agent of any corporation violating any of the aforementioned paragraphs, who participates or acquiesces in or is cognizant of such violation, shall be fined not less than $5 nor more than $20. Any person who violates any of the aforesaid paragraphs for which a penalty is not elsewhere provided shall be fined not more than $50.

Jurisdiction.—The correctional judge, or if the district has not a correctional judge, then the municipal judge, shall have jurisdiction to try the offenses described in the aforesaid paragraphs, and his judgment shall be final.

95. Where law does not operate.—This enforced attendance shall not be operative in any school district where there are not sufficient accommodations in the public schools to seat children compelled to attend the public schools under the provisions of the five preceding paragraphs.

96. Duty of commissioner of public schools.—It shall be the duty of the commissioner of public schools, from time to time, whenever deemed advisable, to formulate and forward to boards of education throughout the island, regulations and suggestions for the instruction and guidance of all persons, officers, superintendents, principals, teachers and persons charged with the enforcement of the preceding six paragraphs, or any of their provisions.

TEACHERS' INSTITUTE.

97. Organization by board of superintendents.—It shall be the duty of the board of superintendents to organize in each province at least one teachers' institute, and more than one, if in the opinion of the board of superintendents one will not accommodate all the teachers of the province.

98. Number and salaries of instructors and lecturers.—The board of superintendents shall determine upon the number and salaries of instructors and lecturers of any institute and the length of each session of the institute, provided that no summer session shall continue less than four school weeks.

Attendance of teachers necessary to collect vacation salaries.—Each teacher shall attend at least one complete session of the institute in order to obtain his salary during the vacation period.

99. Institute fund.—As a condition of attending the institute each teacher receiving less than $50 per month shall deposit once annually with an individual, to be designated by the board of superintendents, the amount of $3, and each teacher receiving more than $50 per month shall deposit $6, which shall help to form the institute fund. This fund shall be used to cover the necessary expenses of the institute and shall be expended and accounted for as directed in order from time to time. If the expenses of the institute exceed in amount the institute fund, the unpaid balance shall be paid from the island revenues. If the institute fund for any year exceeds the expenses of the institute for that year, such excess shall go to form a sinking fund for the support of the institute.

100. Organization of institutes.—The board of superintendents shall, at their regular meeting in October, 1900, decide upon a plan for the organization of the teachers' institutes of the Island for the school year of 1900–1901 and submit the same to the secretary of public instruction and the military governor for approval as soon thereafter as possible.

BOARD OF EXAMINERS.

101. *Plans for examination of teachers.*—The board of superintendents shall at their regular meeting in October, 1900, decide upon a plan for the examination of the teachers of the island as to their qualification to teach, and shall present the same in writing to the military governor through the secretary of public instruction as soon thereafter as possible, for his approval.

102. *Certificate a requisite to employment of teacher.*—After the approval and publication of the plan mentioned in the preceding paragraph, no person shall be employed as teacher in a common school who has not obtained from a board of examiners having competent jurisdiction, a certificate of good moral character and that he or she is qualified to teach such branches of study as the board of superintendents may decide upon and possesses adequate knowledge of the theory and practice of teaching.

103. All salaries and fines mentioned in this order shall be payable in United States currency or its equivalent.

104. This decree shall take effect from the date of its publication in the Gazette of Habana, and all provisions of law or orders in force when this decree takes effect, which are inconsistent with any provision of this decree, shall be held to be superseded by the latter.

J. B. Hickey,
Assistant Adjutant-General.

[Form 1.—For all school districts.]

ENUMERATION RETURN TO THE CLERK OF THE BOARD OF EDUCATION.

Enumeration of unmarried youth between the ages of 6 and 18 years, and also between 6 and 8, 8 and 14, 14 and 16, and 16 and 18 years, in subdistrict No. ———, district[1] ——— ———, of ——— ———, province of ——— ———, Cuba, taken under oath, and returned to the clerk of said board by the enumerator, during the two weeks ending on the fourth Saturday of March, 190—.

I, ——— ———, solemnly swear (or affirm) that I will enumerate the unmarried school youth of subdistrict No ——, district[1] ——— ——— of ——— ——, province of ——— ———, Cuba, accurately and truly to the best of my skill and ability.

Subscribed in my presence and sworn to before me this ——— day of ———.

——— ———,
Clerk of Board of Education.

Name of parent.	Name of youth.	Age.	Male.		Female.		Between 6 and 8 years of age.	Between 8 and 14 years of age.	Between 14 and 16 years of age.	Between 16 and 18 years of age.
			White.	Colored.	White.	Colored.				

I, ——— ———, do solemnly swear (or affirm) that the foregoing enumeration has been taken and returned accurately and truly to the best of my knowledge and belief, and that such list contains the names of all the youth so enumerated and no others.

——— ———.

Subscribed in my presence and sworn to before me this ——— day of ———, 190—.

——— ———,
Clerk of Board of Education.

See paragraphs 81 to 87.

[Indorsement.]

[Form 1.]

To the clerk of the board of education. Enumeration return of youth of school age of subdistrict No. ———, district[1] ——— ——— of ——— ———, province of ——— ———, Cuba, for the school year, 19——. Received at the office of the clerk of the board of education ——— ———, 19——.

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[1] Insert "municipal" when a municipal district; "city," when city district of first or second class.

[Form 2.—For all school districts.]

ANNUAL ENUMERATION RETURN TO PROVINCIAL SUPERINTENDENT.

An abstract of the enumeration of unmarried youth between the ages of 6 and 18 years, and also between 6 and 8, 8 and 14, 14 and 16, and 16 and 18 years, in —— —— district[1] of —— ——, province of —— ——, Cuba, taken under oath and returned to the undersigned, clerk of said school district, during the two weeks ending on the fourth Saturday of March, 19——.

Number of each subdistrict.	Number of youth.				Youth between 6 and 8 years of age.	Youth between 8 and 14 years of age.	Youth between 14 and 16 years of age.	Youth between 16 and 18 years of age.	Total.
	Males.		Females.						
	White.	Colored.	White.	Colored.					
Total ...									

I, —— ——, solemnly swear (or affirm) that the foregoing enumeration return is a correct abstract of the returns made to me under oath.

—— ——,
Clerk of the Board of Education.

—— ——, Cuba, —— ——, 19——.
Subscribed in my presence and sworn to before me this —— day of ——, 19——.

—— ——.

NOTE.—The clerk should return one copy of this report to the commissioner of public schools, one to the provincial superintendent, and file one in his office.
See paragraph 84.

[Indorsement.]

[Form 2.]

To the provincial superintendent. Enumeration return of youth of school age of district of —— ——, province of —— ——, Cuba, for the school year 19——. Received at the provincial superintendent's office —— ——, 19——. Examined and filed —— ——, 19——.

[Form 3.]

Abstract of the enumeration taken during the two weeks ending on the fourth Saturday of March, 190—, of the unmarried youth between the ages of 6 and 18 years, and also between the ages of 6 and 8, 8 and 14, 14 and 16, and 16 and 18 years, residing within the province of —— ——, island of Cuba.

Names of districts. (Insert the municipal districts first, with total; then leave one blank line; then insert the city districts and their total; and then, under all, insert grand total.)	Number of youth.				Youth between 6 and 8 years of age.	Youth between 8 and 14 years of age.	Youth between 14 and 16 years of age.	Youth between 16 and 18 years of age.	Total.
	Males.		Females.						
	White.	Colored.	White.	Colored.					
Grand total...........									

I certify the foregoing statement to be correct.
—— ——, 19——.

—— ——,
Provincial Superintendent.

NOTE.—To be made in duplicate; one copy to be forwarded to the commissioner of public schools, the other to be filed by the provincial superintendent.
See paragraphs 84 and 85.

[Indorsement.]

[Form 3.]

Enumeration return of province of —— ——, Cuba, for the school year 19——. Received at the office of the commissioner of public schools —— ——, 19——. Examined and filed —— ——, 19——.

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[1] Insert "municipal" when a municipal district; "city," when a city district of the first or second class.

[Form 4.—For all school districts.]

TEACHER'S MONTHLY (OR YEARLY) REPORT TO THE CLERK OF THE BOARD OF EDUCATION.

[See directions for making this report.]

Report of the public school in subdistrict No. ———, district of ——— ———, province of ——— ———, Cuba, ——— for the ——— ——— commencing ——— ———, 19——, and ending ——— ———, 19——.

NOTE.—It is unlawful to issue an order for the payment of a teacher for services rendered during the period covered by a report until after such report is filed with the clerk of the board of education. The law also requires the filing of the original or a copy of the teacher's certificate with the clerk of the board. These requirements must be strictly complied with.

1. Whole number of pupils enrolled during the period covered by this report:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total girls, ——— ———.
   Total white, ——— ———. Total colored, ——— ———. Grand total, ——— ———.
2. Number of pupils included in (1) previously reported and enrolled in the same or another school in the same district within the school year:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total girls, ——— ———.
   Total white, ——— ———. Total colored, ——— ———. Grand total, ——— ———.
3. Number of pupils included in (1) previously enrolled and reported in other districts of the island within the school year:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total girls, ——— ———.
   Total white, ——— ———. Total colored, ——— ———. Grand total, ——— ———.
4. Number of new pupils enrolled not previously included in a report:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total girls, ——— ———.
   Total white, ——— ———. Total colored, ——— ———. Grand total, ——— ———.
5. Average monthly enrollment for period covered by this report:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total girls, ——— ———.
   Total white, ——— ———. Total colored, ——— ———. Grand total, ——— ———.
6. Average daily attendance for period covered by this report:
   Boys, white, ——— ———. Boys, colored, ——— ———. Total boys, ——— ———.
   Girls, white, ——— ———. Girls, colored, ——— ———. Total girls, ——— ———.
   Total white, ——— ———. Total colored, ——— ———. Grand total, ——— ———.
7. Per cent of daily attendance on total enrollment, ——— ———.
8. Per cent of daily attendance on monthly enrollment, ——— ———.
9. Number of days the school was in session, ——— ———.
10. Number of weeks the school was in session, ——— ———.
11. Number of cases of truancy reported to clerk of board of education, ——— ———.
12. Number of desks and chairs in the school, ——— ———.
13. Square meters of blackboard in the school, ——— ———.
14. Supplies needed in the school, ——— ———.
15. Teacher's salary per month, ——— ———.
16. Has salary been received without abatement or commission? ——— ———.
17. Grade of certificate of teacher, one or two years, ——— ———.
18. Floor space of school room in square meters, ——— ———.
19. Does anyone dwell or cook in school building? ——— ———.

20. *The number of pupils in each branch of study.*

Branch.	Number.	Branch.	Number.
Orthography		Astronomy	
Reading		Bookkeeping	
Writing		Natural history	
Arithmetic		Mental philosophy	
Geography		Moral philosophy	
Grammar		Logic	
Language lessons		Physics	
United States history		Science of government	
Cuban history		Botany	
Drawing		Latin	
Vocal music		Algebra	
Map drawing		Greek	
Trigonometry		Geometry	
Surveying		French	
Literature		Rhetoric	
Chemistry		Physical geography	
Geology		Physiology	
English		Hygiene	

I certify the above report to be correct.

——— ———,
Teacher.

——— ———, 19——.

DIRECTIONS TO TEACHERS.

1 Give entire enrollment of the school for the period covered by this report.

2. Give the number of pupils included in this report who have been previously reported to the clerk since September 1 to date of making this report. When the same teacher is employed for the entire year he will know what pupils had attended a preceding term, but a new teacher must ascertain from the record, or if there be no record, from the pupils themselves.

3. Give the number of pupils who have been enrolled in some other school in the island outside the municipal or city district.

4. Subtract the sum of 2 and 3 from 1 and place the difference in 4. This difference will be the number of new pupils enrolled. It is important that the enrollments in 2 and 3 be correctly reported, otherwise such pupils will be reported two or more times, while no pupil should be reported in 4 more than once for the school year. The sum of the new pupils enrolled as given in the several monthly or yearly reports should be the total number of new pupils enrolled during the school year.

5. To find the average monthly enrollment of boys (see 1 of the monthly reports, this form) find the number of boys enrolled each month; add these numbers together and divide their sum by the number of months in the term. Give the quotient to the nearest integer. The average monthly enrollment of girls may be obtained in the same manner. A pupil who is absent the whole of any school month is not to be counted in the enrollment of that month. This column will be filled in in the yearly report only.

6. To find the average daily attendance of the boys divide the sum of all the days attended by the boys (taken from the school-teachers' register) by the number of days taught; give the quotient to the nearest integer. The average attendance of the girls can be found in the same way.

7. To find the average per cent of attendance on total enrollment, multiply the average daily attendance by 100 and divide by total enrollment. Give the quotient to the nearest integer.

8. To find the average per cent of attendance on monthly enrollment, multiply the average daily attendance by 100 and divide by the average monthly enrollment. Give the quotient to the nearest integer.

20. Under orthography report all pupils studying spelling, as well as those using a text-book on this subject; under writing, only those receiving systematic instruction; under language lessons, those receiving systematic instruction in language apart from technical grammar, including those who have exercises in composition, essays, or letter writing. While each report made by the teacher will designate the branches studied, care must be taken, in making the report for the year, to report no pupil more than once in the year in any given study.

This report will be made to cover complete weeks, and each succeeding monthly report will begin with the week following the last week included in the preceding report. Four copies of this report will be made, one to be retained by the teacher, three to be forwarded to the clerk of the board of educuaton, who will keep one, will forward one to the provincial superintendent, and one to the commissioner of public schools.

See paragraphs 42 and 49.

[Indorsement.]

[Form 4.]

Teacher's monthly or yearly report of public school in subdistrict No. ——— ———, district ——— ——— of ——— ———, province of ——— ———, Cuba, for ——— ——— the ——— ——— of ——— ———, commencing ——— ———, 19——, and ending ——— ———, 19——. ——— ———, Teacher.

Filed ——— ———, 19——.

[Form 5.—For all districts.]

Report of board of education to be prepared by the clerk of the board, district of ——— ———, province of ——— ———, Cuba, for the ——— ——— ending ——— ———, 19——.

Read directions on page —.

1. Number of subdistricts (or subdivisions) in the district ——— ———.
2. Number of members of board of education ——— ———.
3. Number of schoolhouses in course of erection or erected during the period of the report ——— ———.
4. Rent of schoolhouses and grounds during the period of this report ——— ———.
5. Number of houses used for school purposes in district ——— ———.
6. Number of schoolrooms in district at time this report is made, occupied, ——— ———; unoccupied, ——— ———.
7. Total value of school property, including furniture, apparatus, etc., ——— ———.
8. Number of different teachers employed, including superintendents (see directions):

   White, men ——— ———. Colored, men ——— ———. Total men ——— ———.
   White, women ——— ———. Colored, women ——— ———. Total women ——— ———.
   White, total ——— ———. Colored, total ——— ———. Grand total ——— ———.

9. Number of teachers who taught the entire school year:

   White, men ——— ———. Colored, men ——— ———. Total men ——— ———.
   White, women ——— ———. Colored, women ——— ———. Total women ——— ———.
   White, total ——— ———. Colored, total ——— ———. Grand total ——— ———.

10. Number of teachers necessary to supply the schools ——— ———.
11. Average monthly wages of teachers in dollars, including superintendents:

    Men, $——— ——— ———. Women, $——— ——— ———.

12. Number of weeks taught within the period covered by this report, ——— ———.
13. Number of different pupils enrolled within the school year (see directions):

    White, boys, ——— ———. Colored, boys, ——— ———. Total boys, ——— ———.
    White, girls, ——— ———. Colored, girls, ——— ———. Total girls, ——— ———.
    White, total, ——— ———. Colored, total, ——— ———. Grand total, ——— ———.

14. Number of pupils who have been previously enrolled in other districts in the island within the year (see 3, Form 4):

    White, boys, ——— ———. Colored, boys, ——— ———. Total boys, ——— ———.
    White, girls, ——— ———. Colored, girls, ——— ———. Total girls, ——— ———.
    White, total, ——— ———. Colored, total, ——— ———. Grand total, ——— ———.

15. Average monthly enrollment (see directions):
White, boys, ——— ———. Colored, boys, ——— ———. Total boys, ——— ———.
White, girls, ——— ———. Colored, girls, ——— ———. Total girls, ——— ———.
White, total, ——— ———. Colored, total, ——— ———. Grand total, ——— ———.
16. Average daily attendance (see directions):
White, boys, ——— ———. Colored, boys, ——— ———. Total boys, ——— ———.
White, girls, ——— ———. Colored, girls, ——— ———. Total girls, ——— ———.
White, total, ——— ———. Colored, total, ——— ———. Grand total, ——— ———.
(a) Enumeration of youth between 6 and 18 years, taken in March preceding, ——— ———.
17. Per cent of total enrollment on enumeration of March preceding, ——— ———.
18. Per cent of daily attendance on total enrollment, ——— ———.
19. Per cent of daily attendance on monthly enrollment, ——— ———.
20. Number of principals in the district, ——— ———.
21. Total amount paid and due teachers for period of report, ——— ———.
22. Average cost of tuition per pupil in total enrollment, ——— ———.
23. Average cost of tuition per pupil, ——— ———.
24. Total amount paid and due janitors for period of report, $——— ———.
25. Number of certificates of each grade held by teachers:
For one year, ——— ———. For two years, ——— ———.
26. Total floor space, in square meters, in schoolhouses of district, ——— ———.
27. Total number of new schools organized during the month, ——— ———.
28. Number of cases of truancy reported to truant officer in the period, ——— ———.
29. Number of complaints against parent, guardian, etc., in the period (see paragraph 90).
30. Number of convictions of parents, guardians, etc. (see paragraph 90).
31. Amount of fines imposed on parents, guardians, etc. (see paragraph 90.)
32. Number of bonds given by parents, guardians, etc. (see paragraph 90).
33. Number of desks and chairs in the schools of the district, ——— ———.
34. Square meters of blackboard in the schools of the district, ——— ———.
35. Floor space of occupied schoolrooms, in square meters, ——— ———.
36. Number of volumes in school library, ——— ———.

37. *The number of pupils in each branch of study.*

Branch.	Number.	Branch.	Number.
Orthography		Geometry	
Reading		Geology	
Geography		Bookkeeping	
United States history		Moral philosophy	
Vocal music		Science of government	
Physics		Greek	
Algebra		Surveying	
Chemistry		Arithmetic	
Astronomy		Language lessons	
Mental philosophy		Drawing	
Rhetoric		Physical geography	
Latin		Botany	
Trigonometry		Literature	
Writing		German	
Grammar		Natural history	
General history		Logic	
Map drawing		Political economy	
Physiology		French	

I certify the foregoing to be correct.

——— ———,
Clerk of the Board of Education.

——— ———, Cuba,
——— ———, 19—.

DIRECTIONS.

Numbers 9, 13, 14, 15, 17, 18, and 19 will be filled in on the yearly report only.

Number of teachers (8).

By the "number of different teachers employed" is meant the number of "different persons" employed in the schools as teachers within the year. This number, owing to changes, will frequently be greater than the number of schools or schoolrooms under the care of teachers.

Average wages of teachers (11).

Add together the monthly salaries of the several men employed as teachers and divide the sum by the whole number of such teachers. The quotient to the nearest integer will be their average monthly wages. In like manner the average monthly wages of women employed as teachers may be found.

Number of different pupils enrolled (13).

Observe that items 1, 2, and 3 in teacher's monthly or yearly report (Form No. 4) are given for the convenience of teachers in the two kinds of reenrollments. Begin with item 4, being careful to observe that the sum of 2 and 3 has been taken from 1 and that no pupil has been reported more than once in the school year. The sum of the different pupils enrolled as given in the yearly reports of the several teachers, if this report is for the year, or as given in the monthly reports of the several teachers, if this report is for the month, should be the total number of different pupils enrolled during the school year.

Number of pupils reenrolled (14).

This should include all pupils who have been enrolled in other school districts in the island previous to their enrollment in your district, including the same pupil but once within each school year.

Average monthly enrollment (15).

Add together the average monthly enrollments of boys of the several schools of the district, as taken from the teacher's yearly report (5, Form No. 4); the sum will be the average monthly enrollment of boys of the district. The average monthly enrollment of girls may be found in the same way.

Average daily attendance (16).

Add together the average daily attendance of boys of the several schools of the districts, as obtained from the several teacher's reports for the year (6, Form No. 4), the sum will be the average daily attendance of boys of the districts for the year. The average daily attendance of girls may be obtained in a similar way. The average daily attendance of boys or girls for a month may be obtained in the same way from the teacher's monthly reports.

Per cent of attendance (19).

To obtain the per cent of daily attendance on the monthly enrollment, multiply the average daily attendance by 100 and divide the product by the average monthly enrollment. Give the quotient to nearest integer. Proceed in a similar manner in 17 and 18.

This report shall be made monthly and yearly, and when made monthly will be made to cover complete weeks, and each succeeding monthly report will begin with the week following the last week included in the preceding report. Three copies of this report will be made—one to be retained by the clerk, one to be forwarded to the provincial superintendent, and one to the commissioner of public schools. Those forwarded will be accompanied by the teacher's monthly or yearly reports. (Form 4.)

[Indorsement.]

[Form 5.—Municipal districts.]

Report of the board of education, district of ——— ———, province of ——— ———, Cuba, for the school ——— ——— ending ——— ———, 19——. Received at the office of ——— ——— ——— ———, 19——. Examined and filed ——— ———, 19——.

[Form 6.—For all districts.]

Finance report of board of education (prepared by the clerk of the board), of[1] ——— ———, district of ——— ———, province of ——— ———, Cuba, for the year ending August 31, 19——.

NOTE.—To be returned as soon after the 1st day of September as possible, and to include all orders drawn for the school year from September 1, 19——, to August 31, 19——, inclusive.

Expenditures.

1.	Wages of teachers	$..........		
2.	Wages of principals	....		
3.	Wages of superintendents	....		
4.	Total amount paid for instruction		$..........	
5.	Rent of buildings and grounds		....	
6.	Wages of janitors		....	
7.	Enumeration of district		....	
8.	Truant officers		....	
9.	Amount paid for all other purposes		....	
	Total expenditures			$..........

I certify the foregoing to be correct.

——— ———,
Clerk of the Board of Education.

——— ———, Cuba,
——— ——, 19——.

NOTE.—To be made in duplicate; one copy to be retained, one to be forwarded to the commissioner of public schools.

[Indorsement.]

[Form 6.—For all districts.]

Financial statement of the Board of Education, district of ——— ———, province of ——— ———, Cuba, for the school year ending August 31, 19——. ——— ———, 19——. Examined and filed ——— ———, 19——.

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[1] Insert "municipal" when a municipal district; "city," when a city district of the first or second class.

[2] Insert "month" when the report is for a month, and "year" when the report is for the year

[Form 7.—For all districts.]

Disbursing officer's statement of the school funds of ——— ———, district of ——— ———, province of ——— ———, Cuba, for the year ending August 31, 19——.

Note.—To be returned as soon after the 1st day of October as possible, and to include the moneys actually received and disbursed during the school year for school purposes. All orders drawn during the year should be paid before the close of the year, if possible; if not, place the total amount of such unpaid orders in the last item of this statement.

Receipts.

1. Balance on hand September 1, preceding year		$.........
2. Received from treasurer of the island	$.........	
3. Received from all other sources	....	
4. Total receipts		....
5. Total receipts, including balance		....

Expenditures.

1. Wages of teachers	$.........	
2. Rent of buildings and grounds	....	
3. Wages of janitors	....	
4. Enumeration of district	....	
5. Truant officers	....	
6. Amount paid for all other purposes	....	
Total expenditures		$.........
7. Amount of outstanding orders unpaid	....	

I certify the foregoing to be correct.

——— ———,
Disbursing Officer.

——— ———, Cuba.
——— ——— 19——.

Note.—To be made in duplicate, one copy to be retained, one to be forwarded to the commissioner of public schools.

[Indorsement.]

[Form 7.]

Disbursing officer's financial statement, district ——— ——— of ——— ———, province of ——— ———, Cuba, for the year ending August 31, 19——. Received at the commissioner's office ——— ———, 19——. Examined and filed ——— ———, 19——.

[Form 8.]

Names and addresses of the teachers employed in district ——— (municipal or city) ——— of ——— ———, province of ——— ———, Cuba, during the school year ending August 31, 19——.

Name of teacher.	Subdistrict or ward.	Post-office address.

Note.—To be prepared in triplicate by the clerk of the board of education immediately upon the close of the schools, one copy to be retained, two copies to be forwarded to the provincial superintendent, who shall file one in his office and forward the other to the commissioner of public schools. Give the post-office address of the teachers' residences, regardless of where they teach.

[Indorsement.]

[Form 8.]

List of teachers of the district (municipal or city) ——— ——— of ——— ———, province of ——— ———, Cuba, 190—. Examined and filed ——— ——— 19——.

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[1] Insert "municipal" when a municipal district; "city," when a city district of the first or second class.

[Form 9.]

Names and addresses of the members and clerk of the board of education of district (municipal or city) ——— ——— of ——— ———, province of ——— ———, Cuba, for the year 19——.

Name.	Post-office address.
President....................................	....
Clerk..	....
Member......................................	....
Do...	....

NOTE.—To be prepared in duplicate by the clerk of the board of education immediately after the organization of the board, both copies to be forwarded to the provincial superintendent, who shall file one in his office and forward the other to the commissioner of public schools.

[Indorsement.]

[Form 9.]

Members and clerk of the board of education of district ——— (municipal or city) ——— of ——— ———, province of ——— ———, Cuba, 190—. Received and filed ——— ———, 19——.

[Form 10.]

Provincial superintendent's report of the names and post-office addresses of clerks of boards of education in the province of ——— ———, Cuba, for ——— ———, 19——.

Name of district. (Give city district first; then municipal district.)	Clerk.	Post-office address.

NOTE.—To be made in duplicate; one copy to be retained by the provincial superintendent, one to be sent to the commissioner of public schools.

[Indorsement.]

[Form 10.]

Clerk list of the province of ——— ——— Cuba, 190—. Received and filed ——— ———, 19——

[Form 11.—For board of education.]

NOTICE TO EMPLOYERS OF YOUTH.

——— ———, 19——.

To[1] ——— ———, district[2] ——— ——— of ——— ———, province of ——— ———, Cuba:

Your attention is respectfully called to paragraphs 88 to 96 inclusive, civil decree, No. ———, Headquarters Division of Cuba, to compel the elementary education of children. In compliance with the provisions of this order you are requested to return to me on this blank the names, ages, and residences of all minors under 14 years of age employed by you, and to state whether you have a certificate from the superintendent of instruction or the president of the board of education that authorizes you to employ such minors.

——— ———

President of the Board of Education.[3]

Name of minor.	Age.	Residence.	Certificate; yes or no.

---

[1] Here insert name of person, company, or corporation.

[2] Insert "municipal" if a municipal district; "city" if a city district of the first or second class.

[3] In city districts of the first class notice will be signed by superintendents of instruction.

[Indorsement.]

[Form 11.]

Notice to employers of youth, and names, ages, residences, etc., of minors under 14 years of age employed by such employer with authority for such employment, in the district ——— ——— of ——— ———, province of ——— ———, Cuba. Received at the office of the clerk of the board of education, ——— ———, 19——.

[Form 12.—For truant officers.]

NOTICE TO PARENT OR GUARDIAN OF NONATTENDANCE.

——— ———, 19——.

To ——— ———, district[1] ——— ——— of ——— ———, province of ——— ———, Cuba:

You are hereby notified that ——— ———, a child between the ages of ——— and ——— years, ——— under your ——— authority, is not attending school without lawful excuse and in violation of law.

You are requested to cause the said child to attend some recognized school within five days of the date of this notice.

You are warned that if the truancy of said ——— ——— is persisted in the final consequence will be as is provided by law, the subject of which law is indorsed hereon.

——— ———,

Truant officer of district ——— ——— of ——— ———, province of ——— ———, Cuba.

To be made in duplicate, truant officer to retain one copy.

See Paragraph 92.

92. *Proceedings in case of truancy.*—On the request of the clerk of the board of education the truant officer shall examine into any case of truancy within his district and warn the truant and his parents, guardian, or other person in charge, in writing, of the final consequences of truancy if persisted in. When any child between the ages of 8 and 14 years is not attending school without lawful excuse, or in violation of the preceding paragraph, the truant officer shall notify that parent, guardian, or other person in charge of said child of the fact, and require such parent, guardian, or other person in charge to cause the child to attend some recognized school within five days of the day of notice; and it shall be the duty of the parent, guardian, or other person in charge of the child so to cause his attendance at some recognized school.

Penalties imposed on parents, guardians, etc.—Upon failure to do so, the truant officer shall report the case to the clerk of the board of education, who shall make complaint against the parent, guardian, or other person in charge of the child in any court of competent jurisdiction in the district in which the offense occurs, for such failure, and upon conviction the parent, guardian, or other person in charge shall be fined not less than $5 nor more than $25, in the discretion of the court, the offense to be punishable as a falta; or the court may, in its discretion, require the person so convicted to give a bond in the penal sum of $100 with sureties, to the approval of the court, conditioned that he or she will cause the child under his or her charge to attend some recognized school within five days thereafter, and to remain at such school during the term prescribed by law; and upon a failure or refusal of any such parent, guardian, or other person to pay said fine or furnish said bond, according to the order of the court, then said parent, guardian, or other person shall be imprisoned in the proper jail, not less than five days nor more than ten days.

[Indorsement.]

[Form 12.]

Notice to parent or guardian of nonattendance of youth in violation of law. District ——— ——— of ——— ———, province of ——— ———, Cuba.

[Form 13.—For truant officers.]

NOTICE TO TRUANT OF NONATTENDANCE.

Province of ——— ———, Cuba.

To ——— ———, child between the ages ——— of ——— and ——— years, in subdistrict No. ——— ——— (or ward of) ——— district of ——— ——— province of ——— ———, Cuba.

You are hereby notified that, as you are not attending school, without lawful excuse and in violation of law, you are required to attend some recognized school within five days from the date of this notice; and you are warned that if your truancy is persisted in, the final consequence will be as provided by law, the substance of which law is indorsed hereon.

——— ———,

Truant officer of district[1] ——— ——— *of* ——— ———, *province of* ——— ———, *Cuba.*

NOTE.—To be made in duplicate; truant officer to retain one copy.

See paragraph 92.

92. *Proceedings in case of truancy.*—On the request of the board of education, the truant officer shall examine into any case of truancy within his district, and warn the truant and his parents, guardian or other person in charge, in writing, of the final consequences of truancy if persisted in. When any child between the ages of 8 and 14 years is not attending school without lawful excuse, or in violation of the preceding paragraph, the truant officer shall notify that parent, guardian, or other person in charge of said child, of the fact, and require such parent, guardian, or other person in charge to

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[1] Insert "municipal" when a municipal district; "city" when a city district of the first or second class.

cause the child to attend some recognized school within five days of the day of notice; and it shall be the duty of the parent, guardian, or other person in charge of the child so to cause his attendance at some recognized school.

Penalties imposed on parents, guardians, etc.—Upon failure to do so, the truant officer shall report the case to the clerk of the board of education, who shall make complaint against the parent, guardian, or other person in charge of the child in any court of competent jurisdiction in the distrtct in which the offense occurs, for such failure, and upon conviction, the parent, guardian, or other person in charge shall be fined not less than $5 nor more than $25, in the discretion of the court, the offense to be punishable as a falta; or the court may, in its discretion, require the person so convicted to give a bond in the penal sum of $100, with sureties, to the approval of the court, conditioned that he or she will cause the child under his or her charge to attend some recognized school within five days thereafter, and to remain at such school during the term prescribed by law; and upon a failure or refusal of any such parent, guardian or other person to pay said fine or furnish said bond, according to the order of the court, then said parent, guardian or other person shall be imprisoned in the proper jail, not less than five days, nor more than ten days.

[Indorsement.]

[Form 13.]

Notice to truant of nonattendant at school in violation of law and warning as to final consequences. District ——— ———, province of ——— ———, Cuba.

[Form 14.—For school directors.]

Tally sheet of the election held in subdistrict No.———, municipal district of ——— ———, province of ——— ———, Cuba, on the ——— day of ——— ———, 19———, to elect a director for said subdistrict.

Name of candidate.	Tallies showing number of votes given for each candidate.	Total.
....	....	....
....	....	....

We certify that ——— ———, had ——— votes; that ——— ——— had ——— votes; that ——— ——— had ——— votes; that ——— ——— had ——— votes; that ——— ——— had ——— votes, and that ——— ——— had ——— votes for director of said subdistrict at the election above mentioned.

——— ———, *Chairman*,
——— ———, *Secretary*,
Judges.

See paragraph 33.

[Indorsement.]

[Form 14.]

To the clerk of the board of education. Tally sheet of election for school director for subdistrict No. ———, municipal district of ——— ———, province of ——— ———, Cuba, for the school year 19———. Received at the office of the clerk of the board of education ——— ———, 19———.

[Form 15.—For school directors.]

Poll book of the election held in subdistrict No.———, municipal district of ——— ———, province of ——— ———, Cuba, on the day ——— day of ——— ———, 19———. ——— ———, chairman, and ——— ———, clerk, judges of said election were severally sworn, as the law directs, previous to their entering on the duties of their respective offices.

Number and name of elector.	Number and name of elector.
1..	9..
2..	10..
3..	11..
4..	12..
5..	13..
6..	14..
7..	15..
8..	16..

It is hereby certified that the number of electors who voted at this election is ——— ———.

——— ———, *Chairman*,
——— ———, *Secretary*,
Judges.

See paragraph 33.

[Form 15.]

To the clerk of the board of education. Poll book of election of school director, subdistrict No.———, municipal district of ——— ———, province ——— ———, of ——— ——— Cuba, for the school year, 19———. Received at the office of the clerk of the board of education ——— ——— 19———.

[Form 16.]

Estimates of funds for public instruction for the month of ——— ———, for the distric (municipal or city) of ——— ———, province of ——— ———, Cuba.

Number.	Name of instructor.	Grade of instructor.	Name of janitor.	Location of school.	Enrollment preceding month.	Average daily attendance preceding month.	Other schools in same building.	Other schools under same janitor.	Date to which last paid.	Salaries of instructors.		Salaries of janitors for the buildings.		Rent for buildings.		Material.		Total.	
										Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.	Dollars.	Cents.
	Total																		

.... truant officers .... days, at $ .... per day ....
.... enumerators .... days, at $ .... per day ....
Clerk of the board of education ....
All other purposes ....

Grand total ....

Remarks ....

I certify on honor that the above estimate is correct and just to the best of my knowledge and belief and that no school building for which rent is paid is owned by the State or a member of the board of education.

——— ———,
President of Board.

——— ———,
Secretary of Board.

DIRECTIONS.

This form shall be made in triplicate, and on or before the 15th day of the month preceding the month for which it is made. One copy will be retained by the clerk of the board of education for file in his office. Two copies will be forwarded to the commissioner of public schools, who will forward one copy to the military governor, stating thereon his approval or disapproval by items, and will file the other copy in his office.

In the column headed "Enrollment preceding month" give the enrollment as reported by the teacher on Form 4 for the month preceding that in which the estimate was made.

In the column headed "Grade of instructor" insert "principal" or "teacher" as the case may be.

In the column headed "Average daily attendance preceding month" insert average daily attendance taken from the teacher's report for the month preceding that in which the estimate is made, taken from Form 4.

In the column headed "Other schools in the same building" designate such schools by the number given them in the first column of the blank form.

In the column headed "Other schools under the same janitor" designate such schools by the number given them in the first column of the blank. Give the salary of the same janitor but once; also the rent for the same building.

The column headed "Date when last paid," is intended for both teachers and janitors. If this date is not the same for each, insert both dates, that of the teacher first.

After "Remarks" give the kind of and necessity for the material needed and the necessity for the estimate for "All other purposes."

In case the blank does not afford sufficient space a written report may be attached to each, setting forth in full a statement of the materials needed and such other matters as may be of importance. Two blanks may be used.

(See paragraph 45.)

[Indorsement.]

Estimate of funds for public instruction for the district (municipal or city) of ——— ——— province of ——— ———, Cuba, for the month of ——— ——— 190—.

[Model A.—For school directors.]

NOTICE OF SUBDISTRICT SCHOOL MEETING FOR THE ELECTION OF DIRECTORS.

Notice is hereby given to the qualified voters of subdistrict No. ———, municipal district of ——— ———, province of ——— ———, Cuba, that the next annual school meeting for the election of a school director in said subdistrict will be held at the schoolhouse or —— —— in said subdistrict on the —— day of ——, 19——, beginning at —— o'clock p. m. (a. m.).

—— ——,
Director.

NOTE.—The above notice to be posted at three or more conspicuous places at least six days prior to the election. (See paragraph 33.)

[Model B.—For school directors.]

Minutes of subdistrict school meeting, subdistrict No. ——, municipal district of —— ——, province of —— ——, Cuba, —— ——, 19——.

At a meeting of the qualified voters of said subdistrict, held on the —— day of ——, 19——, —— —— was appointed chairman and —— —— secretary.

Whereupon said voters proceeded to elect by ballot one director of said subdistrict for the term of three years (or one director for —— years to fill the unexpired term of —— ——); and upon inspection of the several ballots deposited at said election it was found and publicly declared that —— —— was duly elected for the full term (—— —— for the unexpired term).

—— ——, *Chairman.*
—— ——, *Secretary.*

NOTE.—The clauses in parentheses will be omitted when the director is to be elected for the full term of three years, and used when the director is to be elected to fill an unexpired term. The minutes of the school meeting will be delivered to the mayor of the municipality at the same time as the poll book and tally sheet.

[Model C.—For school directors.]

Certificate of election of school directors, —— ——, 19——.

To the clerk of the municipal district of —— ——, province of —— ——, Cuba.

This is to certify that at a meeting of the qualified voters of subdistrict No. ——, municipal district of —— ——, province of —— ——, Cuba, held on the —— day of ——, 19——, —— —— was elected school director for the term of three years (or for unexpired term of —— years).

—— ——, *Chairman.*
—— ——, *Secretary.*

NOTE.—The clause in parentheses should be omitted when the director is elected for the full term of three years. When he is elected for an unexpired term, the words "for the term of three years" shall be omitted. This certificate to be made in triplicate, one copy retained, one copy to be given to the newly elected director, one to be forwarded to the mayor of the municipality at the same time as the tally sheet and poll book.

[Model D.—For municipal boards of education.]

OATH OF SCHOOL DIRECTOR.

You, —— ——, do solemnly swear (or affirm) that you will support the military government of the island of Cuba, and that you will faithfully and impartially discharge the duties of director in and for subdistrict No. ——, municipal district of —— ——, province of —— ——, Cuba, according to law and the best of your ability.

—— ——.

NOTE.—This oath may be administered by the clerk or any other member of the board of education, and should be taken by each director before entering upon the discharge of his duties. (See Paragraph 59.)

[Model E.—For municipal boards of education.]

APPOINTMENT OF SCHOOL DIRECTOR TO FILL VACANCY.

This is to certify that —— —— has been appointed director of subdistrict No. ——, municipal district of —— ——, province of —— ——, Cuba, to fill the vacancy caused by —— ——, of —— ——, said appointment to extend until the next annual election, as provided for in paragraph 61.

—— ——, *President of Board.*
—— ——, *Clerk of the Board.*

[Model F.—For directors of subdistricts of municipal districts, or presidents of school boards in city districts of the second class, or superintendents of instruction in city districts of the first class.]

CERTIFICATE FOR TEACHER'S PAY.

To the clerk of the school board of —— ——, district of —— ——, province of —— ——, Cuba (municipal or city).

This is to certify that —— ——, under a contract duly made and entered into, taught a public school in subdistrict No. ——, (or —— ward) of said district from the —— day of ——, 19——, to the —— day of ——, 19——, in all —— months at $—— per month, and that there is due him for said service the sum of $——.
(See Paragraph 79.)

—— ——.

[Model G.]

DISMISSAL OF TEACHER.

Whereas it has been represented to us, and on due investigation we have found, according to our best judgment and belief, that ——— ———, who has been employed and is now engaged in teaching school in subdistrict No. ———, ——— ———,[1] district of ——— ———, province of ——— ———, Cuba, is negligent (or here insert any other sufficient cause) as such a teacher.

Therefore ——— ——— is hereby dismissed as a teacher of said school.

Done at a legally convened meeting of said board this ——— day of ———, 19——.

(See Paragraph 76.)

——— ———.
——— ———.

[Model H.]

NOTICE OF SPECIAL MEETING OF BOARD OF EDUCATION.

Notice is hereby given that there will be a meeting of the board of education of ——— ——— (municipal or city), district of ——— ———, province of ——— ———, Cuba, on the ——— day of ———, at ——— o'clock, at ——— ———, to consider the question ——— ——— and other business which may be necessary to transact.

——— ———, *Clerk.*

——— ———, 19——.

NOTE.—The purpose for which the meeting is called should be stated in the notice. (See paragraph 34.)

[Model I.—For municipal board of education.]

NOTICE OF ELECTION IN A NEW SUBDISTRICT.

Whereas the board of education of the municipal district of ——— ———, province of ——— ———, Cuba, did at their last meeting on the ——— day of ———, 19——, abolish subdistrict No. ———, (or subdistricts Nos. ———) and form from the territory of said subdistrict (or subdistricts) and so much of subdistrict No. ——— as is bounded as follows: (Describe the boundary) a new subdistrict, to be known as subdistrict No. ———.

Therefore notice is hereby given to the qualified voters of said subdistrict thus organized and designated that a meeting for the election of a director will be held at ——— ——— on the ——— day of ———, from ——— o'clock to ——— o'clock, said election to be conducted as prescribed in paragraph 33.

——— ———, *Clerk.*

——— ———, 19——.

(See Paragraph 36.)

[Model J.]

FINAL RECEIPT OF CLERKS OF BOARDS OF EDUCATION.

Received this ——— day of ———, 19——, of ——— ———, late clerk of the board of education of ——— ——— (municipal or city), district of ——— ———, province of ——— ———, Cuba, the account books, blank forms, etc., pertaining to his office, blank copies of the school laws, the certificates and reports of teachers required by law to be filed in his office, and the other official books and papers relating to schools in his hands.

——— ———,
Clerk of said Board.

(See Paragraph 45.)

No. 369.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

Teachers in the public schools of Cuba, employed at the time of the publication of Order No. 279, series 1900, Headquarters Division of Cuba, will be considered as employed under that order and will be entitled to the protection of article 80 of the same.

J. B. HICKEY,
Assistant Adjutant-General.

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[1] Municipal or city.

No. 370.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The secretary of justice is hereby authorized to appoint provisional interpreters for the courts of justice, who will temporarily fulfill the duties of the regular incumbent of the office whenever the latter may be absent on leave or on ordinary or extraordinary duty connected with the service.

II. In the cases referred to in the preceding article provisional interpreters shall receive the salary attached to the office which they temporarily fill, without detriment to whatever salary may pertain, as the case may be, to the regular incumbent.

J. B. HICKEY,
Assistant Adjutant-General.

No. 371.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

1. The secretary of justice is hereby authorized to appoint provisional correctional judges in any of the following cases:

First. Whenever a correctional court remains vacant through the death, resignation, or dismissal of the judge.

Second. Whenever the judge is on leave, in accordance with the law, or on some ordinary or extraordinary service directed by competent authority.

II. In the cases mentioned in the preceding article, provisional correctional judges must be lawyers, and they shall receive the salary attached to the office for the period they serve, without detriment to the salary that may pertain, as the case may be, to the regular incumbent.

J. B. HICKEY,
Assistant Adjutant-General.

No. 372.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The correctional judges of the city of Habana are hereby authorized to continue sending to Atares Fortress all individuals condemned to thirty days' imprisonment or less, or to a like period of detention for nonpayment of fines or for responsibilities in favor of a third party.

J. B. HICKEY,
Assistant Adjutant-General.

No. 373.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 15, 1900.

The military governor of Cuba directs me to announce the following: Julio Dominguez and Tomas Solveira are hereby appointed as members of the provincial board of canvassers of Santa Clara, vice Antonio Ramos Villegas and Ramon C. Berenguer.

J. B. HICKEY,
Assistant Adjutant-General.

No. 374.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 7, 1900.

The military governor of Cuba directs the publication of the following order:

In compliance with the provisions of sections 58 and 72 of order No. 271, dated headquarters Division of Cuba, Habana, July 7, 1900, the alcaldes of municipalities, and other designated authorities, will take at once the necessary steps to have the proper juntas de patrones appointed for all asylums, hospitals, and other charitable institutions receiving state or municipal aid in the form of money appropriations.

Each junta shall meet as soon as possible after their appointment and will then establish rules and regulations for the conduct of its business, the management of the institution, and the powers and duties of its officers and employees.

The junta de patrones shall hold regular monthly meetings in the first week of each month and such special meetings as it may determine. At the meeting held in the first week in January, 1901, and the first week in January of each succeeding year, it shall elect from among its number a president, a vice-president, and a secretary, and it shall appoint from among its number a house committee, a finance committee, an auditing committee, and an inspecting committee, which officers and committees shall hold office for one year. Accurate minutes of the proceedings of all meetings shall be kept by the secretary.

Each junta de patrones shall elect from among its numbers, at its first regular meeting after appointment, a president, a vice-president, and a secretary, which officers shall hold office until the regular meeting of the junta held in the first week in January, 1901. At this first regular meeting held after its appointment, each junta shall appoint from among its numbers the following committees, who shall serve until the regular meeting of the junta held in the first week in January, 1901: A house committee, a finance committee, an auditing committee, and an inspecting committee.

The duties of the house committee shall be:

(*a*) To recommend to the junta the number of employees and their salaries, and to propose regulations defining the duties of the employees;

(*b*) To observe and report to the junta from time to time the conduct and efficiency of each employee, and whether any changes should be made in the same;

(*c*) To regulate and control the purchase of supplies, subject to the approval of the junta.

The duties of the finance committee shall be:

(*a*) To secure and report to the junta all information in regard to the property owned by the institution and the revenue which should be received therefrom;

(*b*) To ascertain the actual cost of the maintenance of inmates in the institution and to collect the cost of maintenance from any inmate able to pay the same, or a portion thereof;

(*c*) To secure voluntary contributions to the funds of the institution;

(*d*) To counsel and direct the treasurer in the investment, care, and management of the finances of the institution. All investments must have been submitted to and approved by the junta de patrones;

(*e*) To prescribe for the treasurer such form of accounts and reports as the committee may deem necessary and advisable;

(*f*) To examine all bills and to certify to the junta as to the correctness of all bills and to approve or disapprove the same.

The treasurer, although not a member of the junta de patrones, shall be a member of the finance committee.

The duties of the auditing committee shall be:

To examine treasurer's accounts, together with all securities and investments, within five days prior to the January and July meetings of the junta de patrones, and at such times as the junta may direct, and report to the junta as to the correctness of the same. No member of the auditing committee shall be a member of the finance committee.

The duties of the inspecting committee shall be:

(*a*) To inquire whether the rules and regulations established by the junta and all provisions of law relating to the institution, are carried into effect;

(*b*) To inspect, through one or more of its members, at least once each week, every department of the buildings of the institution, including the morgue, bathrooms and toilet rooms; to inquire into the behavior of the employees, nurses, and attendants, and the quality and quantity of food and medicines; to examine as to the cleanliness and order of every department of the institution, and of its grounds; to question the medical director and his assistants whenever the committee may deem it necessary, but not less than once a month, as to the condition and work of the institution, and as to the conduct and efficiency of the nurses and attendants;

(*c*) To keep a book in which they shall enter at the close of each visit a statement of their observation and proceedings, which book shall be laid before the junta at its regular meeting.

The junta de patrones shall have power to appoint and remove any employee of the institution, and, in case of removal, the cause therefor shall be entered in the minutes of the junta.

No member of the junta shall be eligible for election to any salaried position in the institution.

Each junta de patrones shall, at its first meeting after its appointment, recommend the name of a treasurer, whose salary is to be regulated as are those of the other employees of the institution. Their recommendations of this official, and of his salary, shall be sent direct to the superintendent of charities, Habana, Cuba, for the approval of the military governor. The treasurer shall be a bonded official of the island of Cuba for such length of time as the institutions receive money appropriations from the State. The amount of the bond will be equal to the total sum of money which at any time may be in the possession, or at the disposal, of the treasurer. After the approval of the appointment of the treasurer by the military governor, his bond shall be forwarded to the treasurer of the island of Cuba.

(*a*) The treasurer shall prepare and submit the monthly estimates of funds required to maintain the institution for the month following that upon which the estimate is submitted;

(*b*) He shall be accountable for the property of the institution, and responsible for its safekeeping;

(*c*) He shall receive and have the custody of all moneys belonging or appropriated to the institution;

(*d*) He shall pay the salaries of the officers and employees of the institution, and make all other disbursements of said institution upon the order of the junta de patronos;

(*e*) He shall keep a full and accurate account of all receipts and payments, and such other accounts as may be required of him by the junta de patrones; and in such form as may be prescribed by it;

(*f*) He shall balance his books on the 1st day of each January and make a statement thereof and an abstract of all receipts and payments during the preceding year, and within five days thereafter he shall deliver the same to the auditing committee appointed by the junta.

This committee shall compare the same with his books and vouchers and certify as to the correctness thereof to the junta de patrones at its next meeting.

(*g*) He shall perform such other duties as the junta de patrones may direct.

At the first meeting of the junta de patrones after the receipt of these regulations, it will prepare a list of all employees of the institution, stating the title of each employee and the salary which it recommends shall be paid. This list will be forwarded to the department of charities, Habana, Cuba. When this list has been approved by the military governor, neither the number of employees, nor the salary of the employees shall be increased, except upon the approval of the military governor or of the superintendent of charities.

The junta de patrones will forward to the department of charities a copy of the charter and of the rules and regulations of the institution for the approval of the military governor.

J. B. Hickey,
Assistant Adjutant-General.

No. 375.

Headquarters Division of Cuba,
Habana, September 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments and amendment:

I. University of Habana—School of engineers, electricians, and architects: To be professor of chair F, Antonio Espinal y Bestard. School of medicine: To be assistant professor A, Julio San Martin y Carriere; to be chief of laboratory D, Aristides Agramonte y Simoni. School of public law: To be assistant professor, Enrique Hernandez y Cartaya. School of sciences: To be chief of the laboratory of chemistry, Aristides Agüero y Betancourt; to be chief of the cabinet of physics, Nicasio Silverio y Armas; to be chief of the cabinet of astronomy, Victorino Trelles y Esturla; to be director of the botanical garden, Manuel Gomez de la Maza. School of pharmacy: To be chief of the laboratory of chemical analysis, Alfredo Martinez y Martinez.

Institute of Habana—To be professor of chair G, Felipe Garcia Cañizares.

II. Paragraph I, Order No. 360, current series, is hereby amended to read as follows:

I. To be professor of chair I, school of sciences, Santiago de la Huerta y Ponce de Leon.

J. B. Hickey,
Assistant Adjutant-General.

No. 376.

Headquarters Division of Cuba,
Habana, September 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Whenever the secretaries of the correctional courts may be prevented, for any cause, from attending to their duties, these shall devolve, in the city of Habana, upon the senior deputy clerk of the same court, and in case of equal length of service, upon the senior in age. In the other towns said duties shall be performed by the only deputy clerk who appears on the respective rolls.

J. B. Hickey,
Assistant Adjutant-General.

No. 377.

Headquarters Division of Cuba,
Habana, September 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The position of official interpreter is hereby created in the audiencias of Pinar del Rio and Santa Clara, with an annual salary of $900, United States currency, and the secretary of justice shall appoint to said offices persons possessing the necessary qualifications.

II. The official interpreters of the audiencias of the island must translate fully into English all requisitorial letters and documents transmitted abroad by the courts and tribunals of the respective provinces which have no regular official interpreters.

III. All courts and tribunals of the island that have no official interpreter are hereby authorized to employ, whenever necessary, as provisional interpreters any persons who can fluently speak Spanish and the other language required. Said services shall be paid for by the government at the rate of $2, United States currency, for each day they may have been rendered, and upon presentation of a certificate issued in the customary form to the interested party by the respective judge or court.

J. B. Hickey,
Assistant Adjutant-General.

No. 378.

Headquarters Division of Cuba,
Habana, September 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

On and after September 1, 1900, any person who may have provisionally filled or may hereafter fill for more than eight days any office in the administration of justice, or position as assistant or subordinate in the courts, with fixed salaries paid from the insular treasury, shall be entitled to the salary assigned to said office without detriment to the pay pertaining, as the case may be, to the regular incumbent: *Provided*, Said person fills such office by reason of its being vacant, or because the regular incumbent has not yet taken possession, has been assigned temporarily to some ordinary or extraordinary duty, is on leave, or acting as a substitute, all in accordance with the law.

J. B. Hickey,
Assistant Adjutant-General.

No. 379.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 18, 1900.

The military governor of Cuba directs the publication of the following order:

On the first day of each calendar month the jail physicians throughout the island will forward to the office of the general inspector of prisons a tabulated statement for the previous month, specifying the names of sick prisoners, the disease with which they were afflicted, the date on which they were taken sick, and the date on which they were discharged as cured.

J. B. HICKEY,
Assistant Adjutant-General.

No. 380.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

The annual salary attached to the secretaryship of the faculty of medicine of the University of Habana shall be, on and after September 15, 1900, the sum of $500, United States currency.

J. B. HICKEY,
Assistant Adjutant-General.

No. 381.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 21, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

Institute of Habana: To be professor of chair E, Alejandro Muxo y Pablos.

Institute of Matanzas: To be professor of chair A, Miguel Garmendia y Rodriguez.

Institute of Santiago de Cuba: To be professor of chair E, Faustino Manduley y Tapia; to be professor of chair F, Guillermo Fernandez Mascaro; to be professor of chair G, Jose N. Ferrer.

J. B. HICKEY,
Assistant Adjutant-General.

No. 382.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 21, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

An exchange of office is hereby directed between Francisco M. Gispert y Gonzalez, recorder of judicial proceedings of the court of primera instancia é instrucción of San Antonio de los Baños, and Manuel Barreto Dueñas, holding a like position in the court of Pinar del Rio.

J. B. HICKEY,
Assistant Adjutant-General.

No. 383.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 21, 1900.

The military governor of Cuba directs the publication of the following order:

I. The resignation of Emilio Iglesias y Cantos, as member of the commission appointed by Order No. 321, current series of these headquarters, having been tendered, is hereby accepted.

II. The remaining members of the commission will continue in the performance of the duties assigned to them by Paragraphs I and II of said order.

J. B. HICKEY,
Assistant Adjutant-General.

No. 384.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 21, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order amending Article VIII, Order No. 73, series 1899:

VIII. The quantity of meat transported between contiguous municipalities will not be less than 100 kilos, divided at least into pieces of 25 kilos each. Between municipalities that are not contiguous the quantity carried shall not be less than 500 kilos, and the carcasses of the cattle shall be divided into quarters. In both cases the meat shall be accompanied by a certificate of inspection, issued by the proper official of the municipality wherefrom the meat is transported, and it must be in proper condition for sale and consumption.

J. B. HICKEY,
Assistant Adjutant-General.

No. 385.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following resignation and appointments:

I. The resignation of Antonio Gonzalez de Mendoza, as president of the supreme court, having been tendered, is hereby accepted.

II. Rafael Cruz Perez, associate justice of the supreme court, is hereby appointed president of the same, vice Antonio Gonzalez de Mendoza.

III. Jose Varela Jado, president of the audiencia of Santiago de Cuba, is hereby appointed associate justice of the supreme court, vice Rafael Cruz Perez.

IV. Luis Gaston y Gaston, associate justice of the audiencia of Santiago de Cuba, is hereby appointed president of the same, vice Jose Varela Jado.

J. B. HICKEY,
Assistant Adjutant-General.

No. 386.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

I. To be director of the institute of Matanzas, Eduardo Diaz y Martinez.

To be instructor of Calisthenic exercises in the institute of Matanzas, Ramon Gomez de la Maza.

II. To be director of the institute of Santiago de Cuba, Guillermo Fernandez Mascaro.

III. To be instructor of calisthenic exercises in the institute of Habana, Enrique M. Porto.

J. B. HICKEY,
Assistant Adjutant-General.

No. 387.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 24, 1900.

The military governor of Cuba directs the publication of the following order:

In order to secure uniformity of practice, bonds required from prisoners for their appearance before correctional courts shall be in the sum of $100 for those accused of "delitos," and in the sum of $25 for those accused of "faltas," and in no case will a personal bond be accepted except by express authority of the court.

The above sums shall be in the form of a cash deposit in United States currency.

J. B. HICKEY,
Assistant Adjutant-General.

No. 388.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. A school of land surveying is hereby established in the provincial institutes of Santiago de Cuba, Puerto Principe and Matanzas.

II. Candidates for admission to said school must be 14 years old and pass an entrance examination which will show that they have received primary, elementary, and high-school training.

III. The studies followed in this school are: Drawing as applied to land surveying, land surveying, theoretical-practical notions of agriculture.

IV. Said studies shall be grouped as follows: Chair A, applied drawing, 1 course; land surveying, 1 course; chair B, agriculture, 1 course.

V. The studies of land surveying involve at least eight weeks' practical application during the course.

VI. There shall be final examinations in each subject, of most practical nature. The students must show the work accomplished during the courses, certified to by the professor.

VII. The institute shall admit to examination for the degree of land surveyor and appraiser of lands candidates who may have successfully passed all the studies of the school and also mathematics, to trigonometry, inclusive; physics; chemistry; natural history. The exercises shall consist of practical work in land surveying assigned by the examining board, which shall give the candidate whatever time may be necessary to accomplish the task.

VIII. To be a professor in this school the degree of engineer, master workman, or land surveyor is required.

J. B. HICKEY,
Assistant Adjutant-General.

No. 389.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 25, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order amending order No. 254, current series, from these headquarters:

I. The tax authorized by letters (*e*) and (*i*) of Article IV on "rafting and navigation in the waterways, or on the interior traffic of the harbors," which now pay adequate quotas to the customs, is hereby suppressed.

II. Letter (*h*) of the same Article IV which says "A license tax on industries, trades, professions, and arts at present comprised in the fourth and fifth tariffs in the manner that the municipality may agree upon" will go to form part of the voluntary incomes (ingresos voluntarios) instead of belonging to the obligatory incomes (ingresos obligatorios).

III. The rates of taxation fixed for the industrial tax in Article XIII shall be considered as a maximum, according to the rank of the municipality, and within said rates the Ayuntamientos may fix the quota they decide upon, in accordance with what has been established for the territorial tax.

J. B. HICKEY,
Assistant Adjutant-General.

No. 390.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 25, 1900.

The military governor of Cuba directs the publication of the following order: Juan O'Farrill is hereby appointed as member of the commission instituted by order No. 321, current series, from these headquarters, vice Emilio Iglesias, resigned.

J. B. HICKEY,
Assistant Adjutant-General.

No. 391.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

University of Habana: To be professor of chair C of the school of letters and philosophy, Juan M. Dihigo; to be professor of chair B of the school of engineers, electricians, and architects, Alejandro Ruiz Cadalso; to be special interne C of the school of medicine, Enrique Nuñez y Palomino.

Institute of Santa Clara: To be professor of chair H, Nicolas Fernandez de Castro.

J. B. HICKEY,
Assistant Adjutant-General.

No. 392.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 26, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The correctional courts of Pinar del Rio, Matanzas, Santa Clara, Puerto Principe, Santiago de Cuba, Cardenas, and Cienfuegos, shall have jurisdiction throughout the judicial circuit in which they are each located.

II. The provisions of the preceding article shall be understood as not interfering with those of Article III, order No. 342, current series, from these headquarters.

J. B. HICKEY,
Assistant Adjutant-General.

No. 393.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 27, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

University of Habana: To be professor of chair A, school of letters and philosophy, Adolfo J. de Aragon y Muñoz; to be professor of chair B, school of medicine, Miguel Sanchez y Hernandez; to be professor of chair D, school of engineers, electricians, and architects, Eduardo Giberga y Gali; to be assistant professor in the school of civil law, Octavio Averhoff y Pla; to be chief of clinic D, school of medicine, Alberto Sanchez de Bustamante y Sirvent; to be special interne A of the school of medicine, Gustavo Moreno de la Torre.

Institute of Pinar del Rio: To be professor of chair A, Rodolfo Rodriguez de Armas.

Institute of Habana: To be professor of chair B, Luis A. Baralt; to be professor of chair C, Ricardo Diago y Ayesteran; to be professor of chair F, Emilio Alamilla y Requeijo.

Institute of Matanzas: To be professor of chair B, Guillermo Schweyer y Lamar.

Institute of Santa Clara: To be professor of chair A, Pedro Camps y Camps.

J. B. HICKEY,
Assistant Adjutant-General.

No. 394.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 27, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following:

I. The resignation of Mariano Aramburu, appointed judge of primera instancia é instrucción of Bejucal, having been tendered, is hereby accepted.

II. Carlos Vera y Antunez is hereby appointed judge of primera instancia é instrucción of Bejucal, vice Mariano Aramburu.

J. B. HICKEY.
Assistant Adjutant-General.

No. 395.

HEADQUARTERS DIVISION OF CUBA,
Habana, December 27, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Full pardon of the unexpired time of sentence of twelve years and one day of reclusion temporal, imposed for the crime of homicide by the audiencia of Santa Clara on January 27, 1900, is hereby granted to Victoriano Romero Valdes, at present in the carcel of Santa Clara.

II. Full pardon of the unexpired time of sentence of two years four months and one day of presidio correccional, imposed for the crime of homicide by the audiencia of Habana April 5, 1900, is hereby granted to Rosendo Cardoso.

III. Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

J. B. HICKEY,
Assistant Adjutant-General.

No. 396.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 28, 1900.

The military governor of Cuba directs the publication of the following order, which will govern in matters pertaining to the questions of quarantine in all ports of entry of the island of Cuba:

I. Pilots on boarding vessels to conduct them into the harbor shall proceed immediately to the pilot deck and remain there.

II. They shall immediately direct the yellow flag to be hoisted as a signal for inspection, whether the vessel has sickness on board or not.

III. Pilots shall remain upon the vessel until permitted to go ashore, and no person shall be allowed to come on board or leave the vessel until after the completion of inspection and lowering of the quarantine flag.

IV. The hours for the inspection of vessels shall be from sunrise to sunset, except for vessels in distress.

V. Upon the arrival of a vessel, the crew shall be mustered upon deck for inspection, and the number verified as given upon the crew list and bills of health. Cabin passengers shall also be inspected and the number verified, if from suspected or infected ports; and a careful inspection and verification of steerage passengers shall always be made.

VI. In suspicious cases occurring among the passengers or crew the clinical thermometer shall be used, and particular care is enjoined in vessels coming from ports or countries suspected of plague. Cases of pneumonia occuring en route must be carefully scrutinized; and, when deemed necessary, also the cervical axillary and inguinal regions examined for glandular enlargement, in order to exclude this disease.

VII. The written certificates of medical officers of the Navy and United States Army transport service may be accepted as to the sanitary condition of their vessel, passengers, and crew.

VIII. All vessels, whether foreign or coastwise, shall be subject to inspection throughout the year.

BILLS OF HEALTH.

IX. Bills of health shall be required and issued in every instance upon the consular or supplemental forms for foreign or coastwise ports in accordance with the quarantine laws and regulations.

X. When vessels expect to depart during the night or early morning the bill of health must be applied for the previous afternoon, during the customs-office hours. The final inspection of the vessel, passengers, and crew shall be made during daylight as late as possible before sailing, and no further communication allowed with the vessel except by permission of the quarantine officer.

XI. The official dispatch boats, acting under the direct orders of the military governor, and vessels of the customs service, are exempt from inspection and necessity of obtaining bills of health. In case, however, sickness occurs on board of said vessels, it shall be immediately reported to the quarantine officer.

XII. In ports where a quarantinable disease prevails, certificates of health shall be required of all passengers before being allowed to board a vessel, and their baggage shall be labeled "Inspected and passed" or "Disinfected and passed," as may be required.

XIII. The treatment of passengers, vessel, and crew shall be noted briefly under the head of "Remarks" upon the bills of health; time of day the vessels depart; partial or complete disinfection; methods employed; if disinfection is vitiated by after communication with shore, or other pertinent facts, and the same signed by the inspecting officer.

XIV. In any doubtful diagnosis or infractions of the quarantine rules and regulations the vessel shall be detained in quarantine and the facts immediately telegraphed to the chief quarantine officer for instructions.

J. B. HICKEY,
Assistant Adjutant-General.

No. 397.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

UNIVERSITY OF HABANA.

School of Pedagogy: To be professor of chair B, Manuel Valdes Rodriguez; to be assistant professor, Bruno Valdes Miranda.

School of Medicine: To be chief of clinic, A. Manuel Lavin.

Institute of Pinar del Rio: To be professor of chair B, Oscar A. Fernandez; to be professor of chair C, Arturo de Beon; to be professor of chair E, Pedro Marquez; to be professor of chair F, Carlos de Pedroso y Scull; to be professor of chair G, Juan S. Michelena.

Institute of Habana: To be professor of chair A, Jose A. Rodriguez y Garcia.

Institute of Matanzas: To be professor of chair C, Bernardo Bordenave; to be professor of chair E, Claudio Dumas.

Institute of Santa Clara: To be professor of chair B, Frank Agramonte; to be professor of chair C, Maximino Arias.

Institute of Puerto Principe: To be professor of chair B, Bernardo J. Junco; to be professor of chair C, Juan Alcalde y Toni.

Institute of Santiago de Cuba: To be professor of chair A, Faustino Marcer; to be professor of chair B, Ricardo J. Navarro; to be professor of chair C, Federico Rey y Brouchet; to be professor of chair D, Luis Garriga y Prieto; to be professor of chair H, Ignacio Santa Cruz Pacheco.

J. B. HICKEY,
Assistant Adjutant-General.

No. 398.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order: Hector de Saavedra is hereby confirmed in his office as secretary of the Institute of Habana, to date from October 1, 1900, without having to fill any chair in said institute. He shall be paid the salary of $1,500 per annum, United States currency.

J. B. HICKEY,
Assistant Adjutant-General.

No. 399.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointments:

1. Miguel Cespedes y Coffigny is hereby appointed fiscal of the audiencia of Santa Clara. He will proceed to take charge of his office with the least practicable delay.

II. Juan Perez Cisneros, deputy clerk of the audiencia of Santiago de Cuba, is hereby appointed judge of primera instancia é instrucción of Baracoa, vice Edgardo Diaz Pujol, deceased.

J. B. HICKEY,
Assistant Adjutant-General.

DEPARTMENT OF JUSTICE OF THE ISLAND OF CUBA,
Habana, September 28, 1900.

SIR: For some time past the wholesale merchants have been complaining of the facility with which not a few of the retailers obtain from them money or merchandise on credit, promising to pay within a week, month, or longer period, and when the time for payment comes the creditors find that they have been imposed upon, because the debtors have fraudulently transferred their business to a third party, whose complicity can not be proved and who, according to our laws, is not responsible for debts contracted for the business by the party making the transfer. This has interfered considerably with the credit of the retailer throughout the island, to the serious detriment of the merchants belonging to said respectable class, who act in good faith and who constitute an immense majority.

On the other hand, foreign commerce, European as well as American, in its desire to extend business relations to this island, and believing that the necessity of reconstructing the country and the natural wealth of the same will prove favorable to that purpose, a fact which augurs well for the immediate future of our agriculture and industry, is disposed to establish business relations of all kinds with our higher class of merchants.

This movement, so beneficial to the general prosperity of the country, must be aided and pushed by means of the credit given to our merchants and manufacturers in general; and that credit will depend largely upon the data and references each one in particular may be able to furnish regarding his respective business.

In order, therefore, to guarantee and to give natural development to the credit which is so important and necessary to commerce and industry, I have the honor to recommend to the military government the following order.

Yours, respectfully,

MIGUEL GENER,
Secretary.

The MILITARY GOVERNOR OF CUBA.

No. 400.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Hereafter all merchants or manufacturers, proprietors of wholesale and retail establishments in any branch of commerce or manufacture, must register them in the mercantile register. The rating of the merchant or manufacturer, or proprietor of an establishment, can not be proved without the certificate of inscription.

II. All sales, assignments, leases, or transfers that may be made of said establishments must also be registered.

III. For the registration of said merchants or manufacturers, or of their establishments, an application signed by the interested person or by any other person at his request, will suffice, the same to be attested by a notary public, and the circumstances provided for in article 28 of the regulations of the mercantile register shall be expressed therein under oath, and, if he so desires, also the capital which is invested or to be invested, or the value of his business as a merchant, or of his establishment, all according to the estimate given by the interested party himself.

Notaries shall not charge more than 50 cents, United States money, for each application attested by them.

IV. For failure to register within the eight days following the commencement of his business or the opening of his establishment, the merchant or manufacturer will be fined $25, United States money.

V. No sale, assignment, transfer, or lease shall prejudice a third party, as long as its inscription does not appear in the register, and even after its inscription the party acquiring the business shall always be responsible for the salaries due the clerks at the time the transfer of the establishment was made.

VI. Any merchant or manufacturer registered in the mercantile register who is a creditor of an establishment through holding a promissory note, bill, or receipt signed by the party having said establishment registered in his name, and said debt be contracted through money loaned or goods furnished or service rendered to the establishment, may record his credit in the register by presenting the document proving the debt and by affirming and swearing to the authenticity of the signature of the debtor. The registration will be entered in the corresponding registry book, signed by the creditor, in which his sworn statement will be noted and the claim copied in its entirety. Should there exist any public document relating to said debt executed by the debtor the personal intervention of the creditor will not be necessary, nor his sworn statement, nor the copy of his claim in its entirety, as in that case only the essential abstract will be recorded.

VII. When the establishment regarding which a debt is to be registered is in a different location from that in which the debt was contracted, the creditor may go to the mercantile register in which he is inscribed as a merchant with a literal copy, signed by him, of the document proving the indebtedness, and under oath he shall certify to the authenticity of the indebtedness and the signature of the debtor on the original document. At the foot of the copy the registrar shall record the correctness thereof, the identity of the subscribing creditor, that he is registered as a merchant, his commercial residence, and the oath taken by him. After said note is written it shall be authorized with the signature of the registrar and the seal of the registry shall be placed thereon, and the aforesaid copy shall be returned to the creditor, who shall thereby be enabled to secure the registration of the debt in the registry of the district wherein the establishment of the debtor is situated. The registrar shall also make a like statement in the original document, which shall again be delivered to the creditor, together with the necessary references to the copy issued of said document. Another copy shall remain with the creditor.

VIII. There shall also be recorded in the registry the attachments which by means of duplicate warrants the courts may direct should be registered, and the registrar shall keep one of the copies of said warrant.

IX. Whenever the inscription of a credit or the record of an attachment should have to be made on any establishment, and it appears that this establishment is not recorded in the name of the debtor, the said inscription or record may be made preventively and under the responsibility of the person who makes the request, and said person shall be bound to show within the eight days next following the date of the preventive inscription, a certificate wherein it shall be stated that on the date of the inscription or record the license of the establishment was issued in the name of the debtor. Should the latter show the same, the inscription or record made preventively shall be thereafter held as definite, and this fact shall be recorded in a new entry. The registrar shall keep the certificate filed as his voucher for his protection. If, on the contrary, said certificate should not be submitted, the preventive inscription or record shall be held by right null and void, and it shall be canceled in a new entry by the registrar.

X. Whoever acquires, by virtue of any title whatsoever, a commercial or industrial establishment shall be jointly and severally liable with the party who made the transfer for all the debts that shall have been registered or attachments that shall have been recorded on said establishment until the time when said transfer was recorded or registered.

XI. To cancel the inscription that shall have been made of any credit whatsoever it shall suffice that the creditor who requested said inscription ask for said cancellation; for this purpose an entry to that effect and signed by the creditor shall be made in the same book of registry.

XII. After registration of any credit the document used for that purpose shall be returned to the creditor, and in said document the registrar shall state that it has been registered. The creditor must not part with said document unless he secures the necessary guarantee for protection in case the debtor were to deny later the authenticity of the indebtedness and of the document used for the inscription and claim of him the responsibilities that might arise for perjury and losses and damages.

XIII. The debtor may also secure the cancellation of the inscription by delivering to the registrar the original document used for said inscription, which document shall remain in possession of the latter as a voucher.

XIV. Whoever transfers, under any title whatsoever, a mercantile industrial establishment shall do so by means of a document, wherein he shall give, under oath, an itemized statement of the debts of the establishment, or state that it has none. Should there appear subsequently any debt not mentioned in the document, the party who made the transfer shall be subject to the penalty set forth for perjury, in addition to the civil liability for losses and damages.

XV. All sales, assignments, transfers, and leases which do not appear in a written contract shall make the transferer and transferee responsible for the payment of the debts.

XVI. Whoever should register a debt which afterwards appears not to be authentic, or submits for the inscription thereof a document with a signature attributed to the debtor and which proves to be false, shall incur the penalty for perjury and also the civil liability for losses and damages.

XVII. The inscriptions, records, and cancellation shall be made on the same day on which the documents originating the same are submitted.

XVIII. The provisions of this order shall apply to all titles of industrial property, patents, and trade-marks, which to this effect shall be considered as industrial establishments.

XIX. The fines directed to be imposed in this order shall be paid to the proper offices of finance. All registrars shall be bound to advise said offices of the cases in which said fines may have been incurred, whenever said registrars are acquainted with the facts by reason of their functions.

XX. The same date they are asked for the registrars shall issue abstract or verbatim certificates of what appears in the registry, and shall state in same to whom they are issued.

XXI. In the most conspicuous place in the building where the registry is established there shall be a bulletin board, upon which shall be posted daily a list of the inscriptions, records, and cancellations made during the day. Each daily list shall remain posted on the bulletin board during eight days.

XXII. Mercantile registrars shall not collect more than $1, United States money, for each inscription, record, cancellation, or entry of any kind which they may make relating to merchants or to commercial or industrial establishments, wholesale or retail, and the same amount shall be charged for each abstract certificate or denial which they may issue, including as such the copies which they may authorize and referred to in Article VII of this order. If the certificates be verbatim, the registrars shall collect an extra 10 cents, United States money, for each entry inserted therein with the exception of the first.

XXIII. Registrars shall forward monthly to the section of registries of the department of justice a statement of the entries of all kinds which they may have made during the month, as well as of the certificates issued and of the fees collected for each item.

TRANSITORY PROVISIONS.

1. The entire month of November, 1900, is granted for the inscription of the merchants referred to in this order, establishments or titles of industrial properties, patents, and trade-marks. The person who fails to comply with the inscription within the above-mentioned term shall be fined $25, United States money.

2. Registrars shall keep a special index of all the entries relating to wholesale or retail mercantile or industrial establishments.

3. The registries as established in this order shall begin to operate on the 1st of November next.

4. Until the department of justice appoints the mercantile registrars who are to take charge of the registries these shall continue temporarily in charge of the registrars of property in the capitals of the provinces that have them at present, in so far as the books belonging to merchants and companies are concerned, but they shall confine themselves to the territory over which their jurisdiction extends as such registrars of property. All other registrars of property shall take charge of mercantile registries in regard to the said two books within the district over which their jurisdiction extends; for this purpose they shall forthwith proceed to open the two books referred to. The third book, the one for the inscription of vessels, shall continue in charge, also temporarily, of the registrars of property who at present keep the same.

The registrars of the capitals of provinces shall forward within twenty days to all other registrars of provinces a certificate of all the entries of the two books mentioned relating to partnerships and merchants established within the territory corresponding to each one of the last, respectively, in order that said registrars may be able to insert said entries in the new books which they have to open. None of aforesaid registrars shall collect fees for the above-mentioned certificates and entries, which must be made as a duty pertaining to the office (de oficio).

J. B. HICKEY,
Assistant Adjutant-General.

No. 401.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 29, 1900.

The military governor of Cuba directs the publication of the following order:

Commencing with the 1st day of November, 1900, the general government of the island will reduce the amount of assistance now furnished municipalities for the payment of municipal police 25 per cent.

On January 1, 1901, 50 per cent of the remaining allowance for payment of police will be withdrawn; and on March 1, 1901, all assistance for the payment of police will cease.

This notice is published in order that municipalities may make the necessary arrangements to assume this responsibility. The greatly increased cost of public works of general utility compels the general government of the island to place upon the municipalities in the manner and at the intervals above stated the responsibility for the maintenance of the police.

J. B. HICKEY,
Assistant Adjutant-General.

No. 402.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 1, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

Institute of Santa Clara: To be professor of chair E, Julio Jover y Anido; to be professor of chair F, Juan Rojas y Piñeiro; to be professor of chair G, Pedro Cue y Perez.

Institute of Puerto Principe: To be professor of chair A, Antonio P. Pichardo y Moya; to be professor of chair D, Luis Villardell y Tapis; to be professor of chair H, Manuel Ramon Silva.

J. B. HICKEY,
Assistant Adjutant-General.

No. 403.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 3, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

University of Habana: To be special interne B of the school of medicine, Cecilio Reol; to be professor of chair B of the school of agriculture, Jose Cadenas y Castañer.

Institute of Pinar del Rio: To be professor of chair D, Manuel Solano y Mareno.

J. B. HICKEY,
Assistant Adjutant-General.

No. 404.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 4, 1900.

The military governor of Cuba directs the publication of the following order:

I. Maj. B. K. Roberts, Second Artillery, assistant to the inspector-general of the division, will, in addition to his present duties, assume those of paymaster of the engineering department during the illness of W. C. Strong, the present incumbent.

II. The treasurer of the island will transfer the funds now to the credit of the said W. C. Strong to the credit of Major Roberts, to enable the latter to carry out the provisions of the foregoing paragraph.

J. B. HICKEY,
Assistant Adjutant-General.

No. 405.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 6, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

Institute of Puerto Principe: To be professor of chair E, Julio Pastoriza; to be professor of chair G, Federico Biosca y Viñolas.

J. B. HICKEY,
Assistant Adjutant-General.

No. 406.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 8, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. A correctional court is hereby created in the city of Gibara, judicial circuit of Holguin, province of Santiago de Cuba, and its jurisdiction shall extend over the whole municipal district of Gibara.

II. The functions of said court shall be such as are specified in Order No. 213, current series, from these headquarters, and it will begin its sessions fifty-one days from the publication of this order in the Gazette of Habana.

III. The court shall have the organization which is prescribed for courts of second class by Article VI of Order No. 214, current series, and shall be granted $250 per annum, United States currency, for expenses of material.

IV. The correctional judge of Gibara shall be appointed by the military governor, upon the recommendation of the secretary of justice, and the latter shall appoint the rest of the personnel.

V. The list of persons eligible for the office of councilman, which, pursuant to the second paragraph of Article XXVII of Order No. 213, must be posted by the alcaldes for the formation of the juries, shall be posted within twenty days following the publication of this order in the Gazette of Habana, shall remain exposed during the twenty days prescribed by said paragraph, and must be definitely prepared in the form required by Article XXVII, within ten days from the last day it was posted.

VI. All proceedings that may be pending in the municipal district of Gibara at the time the correctional court of Gibara begins its sessions shall be concluded in accordance with the provisions actually in force.

J. B. HICKEY,
Assistant Adjutant-General.

No. 407.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 8, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following:

I. The resignation of Jose M. Garcia Montes, as associate justice of the supreme court, having been tendered, is hereby accepted.

II. Jose Antonio Pichardo, associate justice of the audiencia of Habana, is hereby appointed associate justice of the supreme court, vice Jose M. Garcia Montes, resigned.

J. B. HICKEY,
Assistant Adjutant-General.

No. 408.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 8, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agriculture, commerce, and industries, directs the publication of the following order:

I. Another extension of one month, to date from the publication of this order, is hereby granted for the admission of applications of persons who desire to pursue the calling of commercial broker.

II. The period of two months granted by Order No. 79, current series, these headquarters, within which persons who have already obtained the title of commercial broker are called upon to furnish a security bond, is also hereby extended thirty days.

J. B. HICKEY,
Assistant Adjutant-General.

No. 409.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 8, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public works, directs the publication of the following order:

Paragraph XII, Order No. 356, current series, from these headquarters, is hereby amended to read as follows:

XII. The provisions of this order shall go into effect January 1, 1901.

J. B. HICKEY,
Assistant Adjutant-General.

No. 410.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 8, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Article 2 of the instrucción-general of August 13, 1893, as to the manner of drawing up public documents subject to registration, is hereby modified to read as follows:

The designation of any person who may be party in any act or contract which is subject to registration shall set forth his or her name, paternal or maternal surname (although he or she may not customarily use more than one of them), his or her age, civil status, profession, and domicile. Should said party be known by a second name joined to the first, the same shall also be given. Whenever it concerns persons who have been married more than once, the names of the living and deceased spouses shall be stated, together with the date and duration of each marriage and the date and the duration of the widowhood or widowerhood.

J. B. HICKEY,
Assistant Adjutant-General.

No. 411.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointment: Leopoldo Sanchez y Canals is hereby appointed judge of the correctional court of Pinar del Rio, created by Order No. 342, current series, from these headquarters.

J. B. HICKEY,
Assistant Adjutant-General.

No. 412.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following:

I. The resignation of Angel Michelena as deputy clerk of the audiencia of Pinar del Rio having been tendered, is hereby accepted.

II. Julian Gil is hereby appointed deputy clerk of the audiencia of Pinar del Rio, vice Angel Michelena, resigned.

J. B. HICKEY,
Assistant Adjutant-General.

No. 413.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

Article 6 of the provisional dispositions of Order No. 171, current series, from these headquarters, is amended to read that on and after October 1, 1900, the matriculation fee for all branches that constitute the commercial course in the Institute of Habana shall be $10 per year, payable in two terms.

J. B. HICKEY,
Assistant Adjutant-General.

No. 414.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The secretary of justice is hereby authorized to accept resignations submitted by municipal and correctional judges on condition of their being based upon just cause.

II. Notwithstanding the provisions of the preceding article, the resignations of said nature and the removal of municipal judges which, prior to the publication of this order, may have been definitely accepted or ordered by the respective ayuntamientos, shall be held as valid.

J. B. HICKEY,
Assistant Adjutant-General.

No. 415.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following transfer: Manuel Monteverde y Sedano, appointed associate justice of the audiencia of Santa Clara, is hereby transferred to a similar office in the audiencia of Habana, vice Jose Antonio Pichardo, promoted.

J. B. HICKEY,
Assistant Adjutant-General.

No. 416.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 9, 1900.

The mititary governor of Cuba directs the publication of the following for the information and guidance of all concerned:

I. In every case in which holders of checks payable to order are unable to or can not sign their name, and wish to indorse same or receive payment, they can do so by having some one write their name on said check, and by making their mark next to said name, and by having two persons sign on back of said check as witnesses to the mark, said witnesses to write also their addresses; and such indorsements shall be held as legal and valid in all cases.

II. In the matter of insular treasury checks it is desirable that all indorsements be both technically and legally correct, but the paying depository shall be the judge of the sufficiency of all indorsements on such checks and may pay same on sufficient guarantee to itself.

III. All laws, orders, or decrees in conflict with the above are hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

No. 417.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 10, 1900.

The military governor of Cuba directs the publication of the following order:

I. Jose Ramirez, Angel Clarens, and Jose V. Tapia are appointed to constitute a commission to investigate and report upon the claims of property and property rights of every kind and nature made by the archbishopric of Santiago de Cuba.

II. To carry out the objects of said commission, it is hereby authorized and empowered to call witnesses to take testimony under oath or affirmation, to call for the production of all private and public documents, and to hear evidence and arguments on behalf of persons or corporations directly interested.

III. All notaries, registrars of property, and other officials shall produce the documents or records, or certified copies thereof, as called for by the commission, and shall receive no fees therefor.

IV. The report of the commission shall be in detail as to each piece or parcel of property and as to each specific property right claimed by the archbishopric of Santiago de Cuba, setting forth its findings of fact and its conclusions of law thereon, and shall, if the commission consider it necessary, make such general or specific recommendations as justice may require.

V. A refusal on the part of any person or corporation to appear and testify or to produce documents will be punished by the courts in like manner as in similar cases of disobedience of the mandates of a judge or tribunal.

VI. Such counsel, stenographers, and assistants as may be found necessary will be appointed hereafter.

J. B. HICKEY,
Assistant Adjutant-General.

No. 418.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Article 5 of the decree of April 12, 1898, which establishes in this island the registry of last wills, shall hereafter read as follows:

"The judges and notaries of the island who in any way act in the matters specified in article 2 of this decree shall transmit, upon the date the declaration or execution is effected, to the section of registries and notarial affairs and to the dean of the respective notarial college a statement, in separate and numbered paragraphs, setting forth the announcements contained in article 3 of this decree. In case of not being able to mention all of them, a statement shall be made to the effect that they are the only ones obtained.

"As soon as notary's office transmits the communications required in the preceding paragraph, the fact shall be noted on the margin of the respective instrument, free of any charge"

J. B. HICKEY,
Assistant Adjutant-General.

No. 419.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 10, 1900.

The military governor of Cuba directs me to announce the following: C. E. Finlay is hereby confirmed in his position as visiting oculist of the Nuestra Señora de las Mercedes Hospital, without salary.

J. B. HICKEY,
Assistant Adjutant-General.

No. 420.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 11, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments and transfer:

I. University of Habana—School of Medicine: To the chair of chief of clinic C, Jose Ferran; to the chair of chief of laboratory E, Tomas Vicente Coronado. Institute of Matanzas: To be professor of chair D, Emilio Blanchet. An exchange of office is hereby directed between Arturo de Beon, professor of chair C in the Institute of Pinar del Rio, and Maximino Arias, holding a like position in the Institute of Santa Clara.

J. B. HICKEY,
Assistant Adjutant-General.

No. 421.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 11, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order: The "gang-plank tax," granted in 1843 to the insane asylum, is hereby abolished.

J. B. HICKEY,
Assistant Adjutant-General.

No. 422.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 11, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Ambrosio Morales y Martinez, associate justice of the audiencia of Matanzas, is is hereby transferred to a like position in the audiencia of Puerto Principe, vice Pablo Roura Carnesoltas.

II. Pablo Roura Carnesoltas, associate justice of the audiencia of Puerto Principe, and actually appointed to a similar office in Pinar del Rio, is hereby transferred to an associate justiceship in the audiencia of Matanzas, vice Ambrosio Morales y Martinez. In consequence thereof, Alfredo Hernandez Huguet will continue in his present office as associate justice of the audiencia of Pinar del Rio.

III. The president of the audiencia of Habana will, in whatever manner he may deem best for the good of the service, distribute between the two salas de justicia of said court all the associate justices composing it.

IV. In order to avoid any interruption of business in the audiencias, the secretary of justice is hereby authorized to extend or reduce, as he may deem proper, the period within which functionaries appointed and transferred by order No. 366 and this one, are to take possession of their new positions, and the extensions and reductions of said period already decreed at the publication of this order are hereby approved.

V. The functionaries transferred by order No. 366 and the present one will continue to draw the pay assigned to the positions they now hold, until they take possession of their new places.

VI. So much of Article II of order No. 366 as refers to Jose C. Milanes is hereby modified to read: Jorge C. Milanes.

So much of Article III of order No. 366 as refers to Víctor Pichardo is hereby modified to read: Juan Victor Pichardo y Gonzalvez.

J. B. HICKEY,
Assistant Adjutant-General.

No. 423.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 11, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following: In consideration of the faithful and honorable services rendered the University of Habana for more than twenty-five years, the following ex-Professors of said University, Francisco Campos y Riverol, Jose Maria Carbonell, Manuel J. Cañizares, Domingo Fernandez Cubas, Antonio de Gordon y de Acosta, Joaquin F. Lastres, Carlos Donoso y Bardier, and J. de J. Rovira y Barrero, are hereby granted a pension of $100 United States currency per month, beginning with July 1, 1900, and continuing during the military occupation of the island; payments to be made monthly.

J. B. HICKEY,
Assistant Adjutant-General.

No. 424.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. On and after November 1, 1900, notaries public shall transmit daily to the section of registries and notarial affairs of the department of justice an index or statement of all instruments executed before them during the twenty-four hours following the hour of 5 p. m. of the preceding day.

II. Said daily index or statement shall be made in the same manner as the index or statement which the notaries are obliged to forward monthly to the proper audiencias.

III. Failure to comply with the provisions of Article I will be punishable with a fine not exceeding $100, United States currency, or by suspension or removal from office. The secretary of justice is hereby authorized to apply the penalty in its different degrees, at his discretion, according to the circumstances of each case.

J. B. HICKEY,
Assistant Adjutant-General

No. 425.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 12, 1900.

The military governor of Cuba directs the publication of the following order:

I. Maj. B. K. Roberts, Second Artillery, assistant to the inspector-general of the division, is relieved from further duty as paymaster of the engineering department.

II. Major Roberts will transfer any funds now to his credit pertaining to the above office to W. C. Strong, who will resume his duties as paymaster.

J. B. HICKEY,
Assistant Adjutant-General.

No. 426.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 13, 1900.

The military governor of Cuba directs the publication of the following order:

I. Maj. E. S. Dudley, judge-advocate of the division, Gaston Mora, and M. J. Manduley, are hereby appointed to constitute a board to consider, examine into, and report upon the numerous petitions for pardon which have been submitted to the military governor.

The board will submit its recommendations to the military governor through the secretary of justice.

J. B. HICKEY,
Assistant Adjutant-General.

No. 427.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order relating to the writ of habeas corpus:

WHO MAY PROSECUTE WRIT—WRIT MAY ISSUE ON ANY DAY—PARTIES.

I. A person imprisoned or restrained of his liberty within the island of Cuba for any cause or upon any pretence, is entitled, except where he has been committed or is detained by virtue of the judgment of a competent judge or tribunal, to a writ of habeas corpus, as prescribed in this order, for the purpose of inquiring into the cause of the imprisonment or restraint; and, in a case prescribed by law, of delivering him therefrom. A writ of habeas corpus may be issued and served on any day, but it can only be made returnable on a working day.

The parties to a case instituted by the writ of habeas corpus may appear by attorney, as in other cases.

HOW AND TO WHOM APPLICATION FOR WRIT SHOULD BE MADE.

II. Application for the writ must be made by a written petition, signed, either by the person for whose relief it is intended, or by some person in his behalf, to any of the following judges or tribunals, or to the chief justices of associate justices thereof:

1. The judges of instruccion, in cases arising out of the acts of the municipal and correctional judges within the territorial jurisdiction of said judges of instruccion.
2. The audiencias and the sala de lo criminal of the audiencia of Habana in cases arising out of the acts of the judges of instruccion within the territorial jurisdiction of said audiencias and said sala de lo criminal.
3. The supreme court in cases arising out of the acts of the audiencias and the sala de lo criminal of the audiencia of Habana.
4. The judges of instruccion or the audiencias and the sala de lo criminal of the audiencia of Habana, at the option of the petitioner, in cases arising out of the acts of any civil authority or official, or of any corporation, association, or private individual, by which any person has been restrained of his liberty.

When an audiencia or the sala de lo criminal of the audiencia of Habana, or the supreme court has jurisdiction, the petition may be presented to its chief justice or any of its associate justices.

CONTENTS OF PETITION.

III. The petition must be sworn to by the petitioner, who shall be thus identified before a notary public, or the judge, or a member of the tribunal to which the application is made, without cost to such petitioner, and must state in substance:

1. That the person in whose behalf the writ is applied for is imprisoned or restrained of his liberty; the place of imprisonment or restraint, and the name or description of the officer or person by whom he is imprisoned or restrained.
2. That he has not been committed and is not detained by virtue of any judgment of a judge or tribunal.
3. The cause or pretense of the imprisonment or restraint, according to the best knowledge and belief of the petitioner.
4. If the imprisonment or restraint is by virtue of a mandate, a copy thereof must be annexed to the petition; unless the petition avers, either that by reason of the removal or concealment of the person imprisoned or restrained before the application, a demand of such a copy could not be made, or that such demand was made, and the copy was refused.
5. If the imprisonment of restraint is alleged to be illegal, the petitioner must state in what the alleged illegality consists.

If the petitioner should not have knowledge of the facts referred to in Paragraph III, he must so state.

WHEN WRIT MUST BE GRANTED—PENALTY FOR REFUSING.

IV. A judge or tribunal authorized to grant the writ must grant it without delay whenever a petition therefor is presented, as prescribed in this order, unless it appears from the petition itself or the annexed documents that the petitioner is not entitled by law to prosecute the writ. For a violation of this paragraph, a judge, or if the application was made to a tribunal, each member of the tribunal who assents to the violation, shall be jointly and severally responsible to the person imprisoned or restrained in the sum of $100, to be recovered by an action in his name.

FORM OF WRIT.

V. The writ issued as prescribed in this order must be substantially in the following form, the blanks being properly filled up:

The People of the Island of Cuba, to ——— ———:

We command you that you have the body of ——— ———, by you imprisoned or restrained of his liberty, as it is said, together with the time and cause of such imprisonment or restraint, by whatsoever name the said ——— ——— is called or charged, before ——— ——— (here insert the name of judge or tribunal) at ——— ———, immediately after the receipt of this writ, to carry out the order of the judge or tribunal then and there to be made, and bring with you this writ.

Signed the ——— ——— day of ——— ———, in the year 19——.

——— ———.

WHEN WRIT SUFFICIENT.

VI. The writ shall not be disobeyed for any defect of form, and particularly in either of the following cases:

1. If the person having the custody of the person imprisoned or restrained is designated either by his name or office, if he has one, or by his own name; or if both names are unknown or uncertain by an assumed appellation. Any person upon whom the writ is served is deemed to be the person to whom it is directed, although it is directed to him by a wrong name or description, or to another person, provided that the person imprisoned or restrained of his liberty is in his custody.
2. If the person directed to be produced is designated by name or otherwise described in any way, so as to be known to be the person intended.

WHEN WRIT TO ISSUE WITHOUT APPLICATION.

VII. Where a judge or a member of a tribunal authorized by this order to grant writs of habeas corpus has evidence that any person is illegally imprisoned or restrained of his liberty within his jurisdiction he must issue a writ of habeas corpus for the relief of that person, although no application therefor has been made.

RETURN—ITS CONTENTS.

VIII. The person upon whom the writ has been duly served must state plainly and unequivocally in his return—

1. Whether or not he has or at any time whatsoever had in his custody, or under his power or restraint, the person for whose relief the writ was issued.
2. If he so had that person when the writ was served and still has him, he must state fully the authority and true cause of the imprisonment or restraint. If the person is detained by virtue of a mandate, a copy thereof must be annexed to the return, and upon the return of the writ the original must be produced and exhibited to the judge or tribunal.
3. If he so had the person imprisoned or restrained at any time, but has transferred the custody or restraint of him to another, the return must conform to the return required by the second subdivision of this paragraph, except that the substance of the mandate may be given, if the original is no longer in his possession; and that the return must state particularly to whom, at what time, for what cause, and by what authority the transfer was made.

The return must be signed by the person making it, and must be sworn to by him in like manner as the petition must be sworn to, and without cost.

TIME OF RETURNING WRIT.

IX. Where the writ is returnable at a place within 30 kilometers of the place of service, the return must be made and the person imprisoned or restrained must be produced within twenty-four hours after service, and the like time must be allowed for each additional 30 kilometers.

BODY OF PERSON IMPRISONED OR RESTRAINED TO BE PRODUCED.

X. The person upon whom a writ has been duly served must also bring up the body of the person imprisoned or restrained in his custody, according to the command of the writ, unless he produces with the return a certificate of a physician, sworn to before a notary public, or a judge, or a member of a tribunal, without cost, that the person imprisoned or restrained is so sick that the production of him would endanger his life or his health; but in such case the judge or tribunal may appoint a physician to make an examination and report, and may order the immediate production of the person imprisoned or restrained.

PROCEEDINGS ON DISOBEDIENCE OF WRIT.

XI. Where a person who has been duly served with the writ refuses or neglects, without sufficient cause shown by him, fully to obey it, the judge or tribunal before whom or which it is made returnable, upon proof of proper service thereof, must immediately issue a warrant of arrest, directed generally to any police officer of the island, commanding such officer immediately to apprehend the delinquent and bring him before the judge or tribunal. Upon the delinquent being so brought an order must be made committing him to jail. The order must direct that he stand committed until he makes return to and obeys the writ.

ORDER TO PRODUCE PERSON IMPRISONED OR RESTRAINED.

XII. The judge or tribunal may also, in his or its discretion, at the time when the warrant of arrest is issued, or afterwards, issue an order to the police officer to whom the warrant is directed, commanding him to immediately bring before the judge or tribunal the person for whose benefit the writ was granted, who must thereafter remain in the custody of the officer executing the order until discharged, admitted to bail, or remanded, as the judge or tribunal may direct.

PROCEEDINGS ON RETURN OF WRIT.

XIII. The judge or tribunal before whom or which the person imprisoned or restrained is brought by virtue of the writ issued as prescribed in this order must, immediately after the return of the writ, hear the evidence, examine into the facts alleged in the return, and into the cause of the imprisonment or restraint of the person imprisoned or restrained, and must make an order to discharge him therefrom if no legal cause for the imprisonment or restraint or for the continuation thereof is shown.

WHEN PERSON IMPRISONED OR RESTRAINED TO BE REMANDED.

XIV. The judge or tribunal must immediately make an order to remand the person imprisoned or restrained, if it appears that he is detained in custody by virtue of the judgment of a competent judge or tribunal and that the time for which he may legally be so detained has not expired.

PROCEEDINGS ON IRREGULAR COMMITMENT.

XV. If it appears that the person imprisoned or restrained has been legally committed for a criminal offense, or if he appears by the testimony offered with the return, or upon the hearing thereof, to be guilty of such an offense, although the commitment is irregular, the judge or tribunal before whom or which he is brought must immediately make an order to discharge him upon his giving bail, if the case is bailable, or if it is not bailable, to remand him.

BAIL, WHEN AND HOW ORDERED.

XVI. If upon the return to a writ issued as prescribed in this order it appears that the person imprisoned or detained is entitled to be bailed, the judge or tribunal must make an order, fixing the sum in which he is to be admitted to bail, and directing his discharge upon bail being given accordingly, as required by law. If sufficient bail is immediately offered, the judge or tribunal must take it, otherwise bail may be given afterwards to the judge or tribunal who or which originally committed the person imprisoned or restrained.

WHEN PERSON IMPRISONED OR RESTRAINED MAY BE COMMITTED TO ANOTHER OFFICER.

XVII. Where a person imprisoned or restrained is not entitled to his discharge and is not bailed, he must be remanded to the custody or placed under the restraint from which he was taken, unless the person in whose custody or under whose restraint he was is not legally entitled thereto, in which case the order remanding him must commit him to the custody of the officer or person so entitled.

CUSTODY OF PERSON IMPRISONED OR RESTRAINED PENDING PROCEEDINGS.

XVIII. Pending the proceedings on habeas corpus, the judge or tribunal before whom or which the person imprisoned or restrained is brought may either commit him to the custody of the keeper of the jail where the proceedings are pending, or place him in such care or custody as his age and other circumstances require.

NOTICE TO BE GIVEN BEFORE DISCHARGING PERSON IMPRISONED OR RESTRAINED.

XIX. Where it appears from the return that the person imprisoned or restrained is in custody by virtue of a mandate, notice of the hearing must be given to the representative of the fiscal of the tribunal in which the case is pending.

PERSON IMPRISONED OR RESTRAINED MAY CONTROVERT RETURN.

XX. A person imprisoned or restrained, produced upon the return of a writ, may give testimony under oath, showing either that his imprisonment and detention is illegal, or that he is entitled to his discharge. The judge or tribunal must then proceed in a summary way to hear the evidence produced in support of or against the imprisonment or detention, and to dispose of the person imprisoned or restrained as the justice of the case requires. In the course of such hearing the judge or tribunal may examine the person imprisoned or restrained, and any other witnesses whom in his or its judgment it may be desirable to hear, and for this purpose an adjournment may be taken, not exceeding three days, except on the petition of the person imprisoned or restrained.

PROCEEDINGS ON SICKNESS OF PERSON IMPRISONED OR RESTRAINED.

XXI. In cases of the sickness referred to in paragraph X of this order, if the return be in the proper form, and if the judge or tribunal accepts the truthfulness of the physician's certificate, the application shall be decided as if the person imprisoned or restrained were present, but the representative of such person shall be heard in his behalf without the necessity of any express power being granted.

OBEDIENCE TO ORDER TO DISCHARGE, HOW ENFORCED.

XXII. Obedience to an order to discharge a person imprisoned or restrained may be enforced by the tribunal which, or the judge who, made the same, by warrant of arrest, with like effect as in case of a neglect to make a return to a writ of habeas corpus. A person guilty of such disobedience shall forfeit to the person imprisoned or restrained $100, to be recovered by an action in his name.

WHEN DISCHARGE A BAR TO REIMPRISONMENT.

XXIII. A person imprisoned or restrained who has been discharged by an order made upon a writ of habeas corpus shall not be again imprisoned, restrained, or kept in custody for the same cause. But it is not deemed to be the same cause in either of the following cases:

1. Where he has been discharged from a commitment on a criminal charge and is afterwards committed for the same offense by the legal mandate or other order of the tribunal wherein he was required by bail bond to appear or in which he has been convicted for the same offense.
2. Where he has been discharged in a criminal case for defect of proof or for defect in the commitment and is afterwards arrested on sufficient proof and committed by a legal mandate for the same offense.

VIOLATION OF LAST PARAGRAPH.

XXIV. If a member of a tribunal or judge or any other person in any manner knowingly violates, causes to be violated, or assists in the violation of the last paragraph, he, or, if the act or omission was that of a tribunal, each member of the tribunal assenting thereto, shall be jointly and severally liable to the person imprisoned or restrained in the sum of $100, to be recovered by an action in his name.

TRANSFER OR CONCEALMENT OF PERSON IMPRISONED OR RESTRAINED TO ELUDE WRIT.

XXV. Anyone having in his custody or under his power a person entitled to a writ of habeas corpus or a person for whose relief a writ has been duly issued, who, with intent to elude the service of the writ or to avoid the effect thereof, transfers the person imprisoned or restrained to the custody or places him under the power of another or conceals him or changes the place of his confinement shall be criminally responsible for the offense committed in addition to the pecuniary liability provided for in the preceding paragraph, and a person who knowingly assists therein shall be equally liable.

ORDER WHEN PERSON RESTRAINED ABOUT TO BE CARRIED OUT OF ISLAND.

XXVI. Where it appears by proof satisfactory to a member of a tribunal or judge authorized to grant the writ that a person is held in illegal confinement or custody and that there is good reason to believe that he will be carried out of the island, the member of the tribunal or judge must immediately make an order to prevent it, directed to any officer or person and commanding him to take and immediately bring before the tribunal or judge the person restrained, to be dealt with according to law.

In this case if the person who deprived the other of his liberty be present he will be notified of the order made, which will have all the effects of a writ of habeas corpus, so far as he is concerned, and he shall immediately make return.

ARREST OF THE PERSON DETAINING THE PERSON RESTRAINED.

XXVII. Where the facts mentioned in the last paragraph are also sufficient to justify an arrest of the person having the person restrained in custody, as for a criminal offense committed in taking or detaining him, the order must also contain a direction to arrest that person for the offense, bringing the person arrested before the proper judge or tribunal.

PROCEEDING WHERE A WRIT IS REFUSED BY JUDGE OF INSTRUCCIÓN.

XXVIII. In cases where judges of instrucción have jurisdiction to grant writs of habeas corpus and refuse to do so, the petitioner may apply to the chief justice or any associate justice of the audiencia of the district, or in a proper case to the sala de lo criminal of the audiencia of Habana, setting forth on oath the fact of the refusal of the judge of instrucción.

WHEN SUBSEQUENT WRIT MAY ISSUE.

XXIX. But one petition for habeas corpus can be made for the same imprisonment or deprivation of liberty, unless new facts are alleged, which destroy the reasons which justified the former decision; which new facts must be stated on oath in the petition, and their sufficiency will be judged by the judge or associate justice to whom it is issued. The person on whom a writ is served shall state in his return whether a previous writ has been issued for the same imprisonment or restraint, and if there has been a previous writ, the judge or tribunal shall summarily dismiss the application, except in the cases herein provided for.

PENALTY FOR REFUSING COPY OF PROCESS.

XXX. Any person who detains anyone by virtue of any written authority must deliver a copy thereof to the person arrested or restrained, or to any person who applies therefor, for the purpose of obtaining a writ of habeas corpus in behalf of the person imprisoned or restrained. If he refuses to do so, he forfeits $100 to the person imprisoned or restrained, to be recovered by an action in his name.

REPEALING PARAGRAPH.

XXXI. All laws, orders, decrees, or parts thereof, existing in the island of Cuba, which conflict with the provisions of this order, are hereby repealed.

WHEN THIS ORDER TAKES EFFECT.

XXXII. The provisions of this order shall go into effect December 1, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 428.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

UNIVERSITY OF HABANA.

I. To be professor of chair A of the school of agriculture, Francisco Henares y Briega; to be chief of laboratory A of the school of medicine, Guillermo Salazar y Caballero.

Institute of Pinar Del Rio: To be professor of chair H, Benjamin Rodriguez y Martinez.

II. To be director of the institute of Santa Clara, Julio Jover y Anido; to be director of the institute of Puerto Principe, Manuel Ramon Silva.

J. B. HICKEY,
Assistant Adjutant-General.

No. 429.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointment:

Miguel Cuni is hereby appointed deputy clerk of the audiencia of Santiago de Cuba, vice Juan Perez Cisneros.

J. B. HICKEY,
Assistant Adjutant-General.

430.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

I. The secretary of public instruction and the dean of the faculty of medicine and pharmacy of the University of Habana, are hereby authorized to appoint five persons as representatives of the faculty of medicine and pharmacy to constitute, in the cities of Puerto Principe and Santiago de Cuba, respectively, an examining board to pass upon the incorporation of foreign diplomas of doctor of medicine, surgeon, and dental surgeon.

Said board must consist of reputable physicians and surgeons who are legally in active practice of their professions.

II. The board will not pass upon the qualifications of any candidate unless his diploma shows:

1. That it was issued by some legally constituted institution of learning in the country from which it comes.
2. That it duly authorizes its holder to exercise his profession in said country, or may be used to obtain said authorization.
3. That the signatures thereto are duly authenticated.

III. If the candidate's diploma shows the above qualifications the board shall admit him to examination, upon payment of $25, United States currency, which shall be collected like all other academic dues.

IV. The examinations for doctors and surgeons shall be such as are specified in Article VI of order No. 90, series 1899, these headquarters, with the sole difference that the board itself will draw up the set of questions (*cuestionario*) mentioned in section 2, said article.

V. The dental surgeons must stand an oral examination on all subjects taught in the school of dental surgery of the University of Habana, and stand the practical test required for the degree of dental surgeon in said school, in accordance with order No. 266, series of 1900.

VI. The board will issue certificates to successful candidates duly authorizing them to practice their professions; said certificates may be exchanged any time for a diploma issued by the rector of the University of Habana.

VII. In case of failure to qualify, the candidate may appeal to the secretary of public instruction, who will decide the case after hearing the opinion of the faculty of medicine and pharmacy.

J. B. HICKEY,
Assistant Adjutant-General.

No. 431.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. Within twenty days from the date of the publication of this order, the municipal mayors shall deliver in the corresponding fiscal zones of the provinces where they are located, vouchers showing the services rendered by the clerks of the boards of registration and election, and the other expenses incurred in connection with the elections for the constitutional convention. Together with said vouchers they shall transmit to the fiscal zones a statement of the number of boards in session from the 15th to the 25th of August and on the 15th of September.

II. Form "08 finance department" shall be used, in duplicate, and shall bear the signature of the interested party, the signature of the mayor, and the seal of the municipality, and must be certified to by the chairman of the board to which the services were rendered.

III. In computing the services, the time actually involved in the performance of the duties shall be taken into account, in accordance with the provisions of order No. 316, series 1900, from these headquarters.

IV. If the services were rendered for more than thirteen days in any board of registration and for more than two in any electoral board the presidents of same shall certify to this fact, under oath or affirmation.

V. The administrators of fiscal zones shall return to municipal mayors for correction any voucher not in accordance with the provisions of this order.

VI. The department of state and government will transmit all vouchers and election accounts in its possession to the department of finance for transmission to the corresponding fiscal zones.

VII. Civil governors shall transmit to the fiscal zones of their provinces the accounts and vouchers for printing of ballots, poll lists, material and clerk hire of the boards of canvassers.

VIII. The department of finance will order the administrators of fiscal zones to forward, through said department, to the department of state and government statements of payments made to each municipality, as well as of other general expenses for ballots, poll lists, clerk hire, and material of the boards of canvassers, in order that said department of state and government may duly report thereon to these headquarters.

J. B. HICKEY,
Assistant Adjutant-General.

No. 432.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agriculture, commerce, and industries, directs me to announce the following appointment:

To be provincial inspector of forests of the Santiago de Cuba, Guantanamo and Baracoa districts, in the province of Santiago de Cuba, Rafael Rodriguez.

J. B. HICKEY,
Assistant Adjutant-General.

No. 433.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 16, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointment:

To be school director of the city district of first class, Mantanzas, Felipe Fontanilla.

J. B. HICKEY,
Assistant Adjutant-General.

No. 434.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointments:

I. To be president of the audiencia of Matanzas, Adolfo Plazaola y Cotilla, associate justice of said court.

II. To be associate justice of the audiencia of Matanzas, vice Adolfo Plazaola y Cotilla, Severo Pina, associate justice of the audiencia of Puerto Principe.

III. To be associate justice of the audiencia of Puerto Principe, vice Severo Pina, Sixto Jose Vasconcellos. judge of primera instancia é instrucción of Santiago de Cuba.

IV. To be associate justice of the audiencia of Puerto Principe, vice Octavio Lamar y Salomon, resigned, Rodrigo Portuondo y Miyares, judge of primera instancia é instrucción of Holguin.

V. To be fiscal of the audiencia of Santa Clara, Andres Orozco y Arascot, fiscal of the audiencia of Matanzas.

VI. To be fiscal of the audiencia of Matanzas, vice Andres Orozco y Arascot, Augustin Duque de Heredia, substitute justice of the audiencia of Habana.

J. B. HICKEY,
Assistant Adjutant-General.

No. 435.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order:

The general matriculation dues for the studies of the school of pedagogy of the University of Habana are hereby fixed at $25 U. S. currency, payable in four terms. This concession is for four years, to date from the present academic session, 1900–1901.

J. B. HICKEY,
Assistant Adjutant-General.

No. 436.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 17, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The provisions of article 7 of the temporary regulations for the organization and government of the mercantile registry are hereby modified as follows:

The volumes of the registrar of "private" merchants shall be composed of 200 available folios.

J. B. HICKEY,
Assistant Adjutant-General.

No. 437.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 20, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

Institute of Habana: To be professor of chair D, Rodolfo Rodriguez de Armas.

Institute of Santiago de Cuba: To be instructor of calisthenic exercises, Miguel Miyares.

J. B. HICKEY,
Assistant Adjutant-General.

No. 438.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 21, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The required preparation of the "apuntamiento," established by the law of civil procedure in the proceedings in matters of appeal of which the audiencias have cognizance, which matters shall be proceeded with in conformity with the ōther requirements provided for by said law, is hereby revoked and abolished.

II. In lieu of the "apuntamiento," which is abolished by this order, there shall always be sent to the supreme court the original judicial records of proceedings in matters of appeal.

III. The provisions of this order are applicable to law suits pending at the present time before the audiencias.

IV. All rulings antagonistic to those contained in this order are hereby abolished.

J. B. HICKEY,
Assistant Adjutant-General.

No. 439.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 21, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

University of Habana.—School of engineers, electricians, and architects: To be professor of chair A, Eugenio Rayneri; to be professor of chair G, Ovidio Giberga y Gali; to be chief of the electrical laboratory, Jose Maria Cuervo. School of medicine: To the chair of demonstrator B, Emilio Martinez y Martinez.

Institute of Habana: To be assistant professor to chair A, Enrique Maza y Ledesma; to be assistant professor to chair B, Leonardo Jorrin; to be assistant professor to chair E, Joaquin Rodriquez Feo; to be assistant professor to chair H, Emilio del Junco.

Institute of Santa Clara: To be professor of chair D, Jose de la Concepcion.

J. B. HICKEY,
Assistant Adjutant-General.

No. 440.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 22, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following amendment:

Civil order No. 397, current series from these headquarters, is amended in so far as it relatés to the professorship of chair A, in the institute of Santiago de Cuba, to read Francisco Marcer, in lieu of Faustino Marcer.

J. B. HICKEY,
Assistant Adjutant-General.

No. 441.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 24, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

University of Habana—School of engineers, electricians, and architects: To be professor of chair C, Aurelio Sandoval.

Institute of Habana: To be professor of group B of the preparatory course, Eduardo F. Pla.

Institute of Matanzas: To be professor of chair F, Domingo Russinyol.

Institute of Santa Clara: To be instructor of calisthenic exercises, Rafael Martinez Ortiz.

J. B. HICKEY,
Assistant Adjutant-General.

No. 442.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 25, 1900.

The military governor of Cuba directs the publication of the following order, amending Civil Order No. 401, current series, from these headquarters:

Commencing with the 1st day of January, 1901, the general government of the island will reduce the amount of assistance now furnished municipalities for the payment of municipal police 25 per cent.

On March 1, 1901, 50 per cent of the remaining allowance for payment of police will be withdrawn, and on May 1, 1901, all assistance for the payment of police will cease.

J. B. HICKEY,
Assistant Adjutant-General.

No. 443.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 30, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

University of Habana—School of Medicine: To the chair of demonstrator A, Jose Varela Zequeira.

Institute of Habana: To be professor of group A of the preparatory course, Manuel Villanova.

Institute of Pinar del Rio: To be professor of group B of the preparatory course, Eugenio Cuesta y Torralbas.

Institute of Matanzas: To be professor of group B of the preparatory course, Gabriel Diaz y Martinez.

J. B. HICKEY,
Assistant Adjutant-General.

No. 444.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 31, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

Institute of Habana: To be professor of chair H, Eduardo Desvernine y Galdos.

Institute of Puerto Principe: To be professor of group B of the preparatory course, Luis Fernandez Cadenas.

Institute of Santiago de Cuba: To be professor of group B of the preparatory course, Jose Grimany y Durruty.

J. B. HICKEY,
Assistant Adjutant-General.

No. 445.

HEADQUARTERS DIVISION OF CUBA,
Habana, October 31, 1900.

The military governor of Cuba directs the publication of the following order for the information and guidance of all concerned:

With the approval of the Secretary of War, Rule 10, Disposition III, on page 17 of the Customs Tariff for Ports in the Island of Cuba, is hereby amended to read as follows:

"10. When in one container merchandises are imported which pay by net weight, with others which pay by gross weight or by unities or by value, whether they have the same or different tares, said merchandises will pay the duties that correspond to them by net or dutiable weight, without any benefit of tare, and the exterior container will be appraised by its total weight by the paragraph corresponding to the material of which it is made."

J. B. HICKEY,
Assistant Adjutant-General.

No. 446.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointment:

Institute of Habana: To be assistant professor to chair A, Francisco Maria Casado.

J. B. HICKEY,
Assistant Adjutant-General.

No. 447.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 1, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, hereby appoints the following-named gentlemen a committee of arrangements for the constitutional convention: Pedro Gonzalez Llorente, Gonzalo de Quesada, Juan Rivera, and Jose F. de Castro. The above-named gentlemen will report to the secretary of state and government for instructions as to the duties they have to perform.

J. B. HICKEY,
Assistant Adjutant-General.

No. 448.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

Institute of Matanzas: To be professor of chair H, Mateo I. Fiol.

Institute of Santa Clara: To be professor of group B of the preparatory course, Jesus Maria Oms.

J. B. HICKEY,
Assistant Adjutant-General.

No. 449.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

From and after the 1st day of December, 1900, the payment of all expenses of the correctional courts of the island shall be a charge against the respective ayuntamientos.

J. B. HICKEY,
Assistant Adjutant-General.

No. 450.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 5, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following:

I. The resignation of Julio Junco y Despau as deputy clerk of the audiencia of Matanzas, having been submitted, is hereby accepted.

II. Carlos Charles y Hunter is hereby appointed deputy clerk of the audiencia of Matanzas, vice Julio Junco y Despau, resigned.

J. B. HICKEY,
Assistant Adjutant-General.

No. 451.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 6, 1900.

The military governor of Cuba directs the publication of the following order:

Hereafter all immigrants arriving at this port, after being released by the Marine-Hospital Service and the collector of customs, and before they are permitted to land, will be taken in charge by the immigration commission. Immigrants immune to yellow fever or who have positions assured them in the city will be allowed to land without delay; all others will be taken to, and landed at, the government wharf at Triscornia, by the company on whose vessels they came to this harbor, and kept at the detention station until suitable employment can be found for them, preferably in the rural districts. The immigrants, while at the detention station, will be under the surveillance of the guard, and will not be allowed to leave the limits of the station except by the authority of the superintendent.

All immigrants while at the immigration station will pay the daily sum of 20 cents, United States currency, for their subsistence.

J. B. HICKEY,
Assistant Adjutant-General.

No. 452.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 6, 1900.

The military governor of Cuba directs the publication of the following order:

I. The hospital in the city of Santiago de Cuba, province of the same name, will hereafter be known and designated as the Provincial Hospital for the province of Santiago de Cuba.

II. The following persons are designated a board of patrons for said hospital: Octavio Duany, Rafael Espin, Manuel Caminero, Manuel Arango, Lino Salazar, F. Martinez Ferrer, and Enrique Caminero.

J. B. HICKEY,
Assistant Adjutant-General.

No. 453.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 6, 1900.

The military governor of Cuba directs the publication of the following order:

I. The hospital in the city of Pinar del Rio, province of the same name, will hereafter be known and designated as the Provincial Hospital for the province of Pinar del Rio.

II. The following persons are designated a board of patrons for said hospital: Eugenio Cuesta, Oscar Gobel, Antonio Pi, Domingo Fors, Constantino Menendez, Juan F. Dominguez, and Jose V. Urruta.

J. B. HICKEY,
Assistant Adjutant-General.

No. 454.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 6, 1900.

The military governor of Cuba directs the publication of the following notice to publishers from the office of the superintendent of schools of Cuba.

J. B. HICKEY,
Assistant Adjutant-General.

NOTICE TO PUBLISHERS.

The board of superintendents of the island of Cuba consists of the following members: Eduardo Yero y Buduen, Santiago de Cuba; Francisco de P. Coronado, Puerto Principe; Fidel Miro, Santa Clara; Manuel de J. Saez Medina, Matanzas; Alejandro Maria Lopez, Habana; Alexis Everett Frye, Habana; Francisco Valdes Ramos, Pinar del Rio, president of board.

The school law of Cuba requires said board to arrange the courses of study, direct the methods of teaching, and select text-books for the public schools. Publishing houses are invited to send to each member of the above board one copy of each of their books suitable for use in the elementary grades of the schools of this island, mailing them to the above addresses.

The sample books should be received by the 6th of December. They may be printed in any language, but if not in Spanish, a typewritten copy of the entire book translated in Spanish must accompany each sample. No book will be adopted for Cuba until fully translated and accompanied by printed proofs of all illustrations. The board of superintendents will not examine works presented only in manuscript form.

All text-books for use in the island of Cuba must be bound in cloth of the first quality, and must be printed on high-grade book paper. The material, binding, printing, etc., must be of the first quality, as shown in the samples sent to the board of superintendents.

The members of said board deem themselves competent to select the text-books for the island of Cuba without the assistance of agents of the publishing houses. It is therefore respectfully suggested that all communications concerning books be made in writing, in order that they may be matters of record, and in order that the time of the superintendent may not be occupied in personal interviews.

Accompanying the samples of books sent to each superintendent should also be sent a letter of information as to prices of the books and any other necessary details. The letter should also state how long a time after the making of any contract for lots of 5,000 books of a kind it would take to fill the contract. All prices quoted must include the freight to Habana. There are no duties to be paid on schoolbooks.

Samples of books are requested in the following subjects: Series of reading books in Spanish; series of reading books in English; elementary arithmetic; advanced arithmetic; language books; elementary grammar; history of Cuba for children; brief history of the United States; elementary (intermediate) geography of the world; geography of Cuba; physiology and hygiene; elementary civics; elementary agriculture; reading book of morals and ethics; song collections for Cuba.

It should be borne in mind that the public schools of Cuba are at present in an elementary condition, that most of them correspond to the primary grades of the United States.

It should be further borne in mind that the text of all books should be adapted to Cuba or to the Tropics.

Attention is called to the fact that publishers are requested to send these sample books by mail, as no provision is here made for the payment of the additional charges placed by express companies upon prepaid packages sent to Cuba.

By order of the board of superintendents.

ALEXIS EVERETT FRYE,
Superintendent of Schools of Cuba and President Board of Superintendents.

Cable address: Frye, Habana.

No. 455.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 9, 1900.

The military governor of Cuba directs the publication of the following official statement made to the Cuban constitutional convention assembled in the city of Habana, Cuba, November 5, 1900:

To the Delegates of the Constitutional Convention of Cuba.

Gentlemen: As military governor of the island, representing the President of the United States, I call this convention to order.

It will be your duty, first, to frame and adopt a constitution for Cuba, and, when that has been done, to formulate what, in your opinion, ought to be the relations between Cuba and the United States.

The constitution must be adequate to secure a stable, orderly, and free government.

When you have formulated the relations which, in your opinion, ought to exist between Cuba and the United States, the Government of the United States will doubtless take such action on its part as shall lead to a final and authoritative agreement between the people of the two countries to the promotion of their common interests.

All friends of Cuba will follow your deliberations with the deepest interest, earnestly desiring that you shall reach just conclusions and that, by the dignity, individual self-restraint and wise conservatism which shall characterize your proceedings, the capacity of the Cuban people for representative government may be signally illustrated.

The fundamental distinction between true representative government and dictatorship is that in the former every representative of the people, in whatever office, confines himself strictly within the limits of his defined powers. Without such restraint there can be no free constitutional government.

Under the order pursuant to which you have been elected and convened, you have no duty and no authority to take part in the present government of the island. Your powers are strictly limited by the terms of that order.

LEONARD WOOD,
Major-General, U. S. Volunteers, Military Governor.

Official:
J. B. HICKEY,
Assistant Adjutant-General.

No. 456.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The period stipulated in order No. 36, series of 1899, from these headquarters, for the registration of births is extended to include December 31, 1900; this will also apply to the registration of marriages which were not inscribed at the proper time.

II. So much of order No. 36, series of 1899, as directs that it is not necessary to institute proceedings to inscribe births, as well as the rules published by the secretary of justice on June 28, 1899, and referred to in order No. 66, series of 1899, are to be considered as still in force.

J. B. HICKEY,
Assistant Adjutant-General.

No. 457.

HEADQUARTERS DIVISION OF CUBA,
Habana, September 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointment: To be instructor of calisthenic exercises, in the institute of Puerto Principe, Octavio Freyre y Cisneros.

J. B. HICKEY,
Assistant Adjutant-General.

No. 458.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 9, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following resignation:

The resignation of Pablo Roura Carnesoltas, as associate justice of the audiencia of Matanzas, having been submitted, is hereby accepted.

J. B. HICKEY,
Assistant Adjutant-General.

No. 459.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

After the 30th of November, 1900, jail expenditures will be paid directly by the officials of the department of finance, pursuant to the following instructions:

I. Every jail warden will be required to forward the roll of personnel to their respective administration of the fiscal zone within the last ten days of each month, using the prescribed form and conformably to the budget approved by the department of state and government.

II. The jail warden will certify thereon as to the accuracy of the same and will also sign the certificate required by order No. 29, current series, Headquarters Division of Cuba.

III. When the pay roll is completed and approved, the payment of the same will be proceeded with, as is done with teachers of elementary instruction—that is, filling out a check for the amount of the salary of every official and forwarding all of said checks to the jail wardens for their delivery to the parties concerned.

IV. As soon as the requirements of the foregoing rule are complied with, it will be so reported to the office of the secretary of finance, stating the jail dealt with and the amount paid.

V. Vouchers to collect the expenditures for material and maintenance should be certified to by the proper wardens and signed by those from whom purchased. Bills annexed to them will bear the approval of the warden.

VI. When the accounts that have been presented in the prescribed manner and adjusted to the budget are approved individual checks will be filled out, to be delivered to parties concerned or to the warden for their delivery to the proper parties, as the case may be.

VII. After having finished these payments the administrator of the zone will report the fact to the office of the secretary of finance.

J. B. HICKEY,
Assistant Adjutant-General.

No. 460.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointment:

Salvanor Perez de Fuentes is hereby appointed correctional judge of the court of Gibara, created by order No. 406, current series from these headquarters.

J. B. HICKEY,
Assistant Adjutant-General.

No. 461.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following transfer:

Emilio Vicente Soto, at present recorder of judicial proceedings in the court of

primera instancia é instrucción of Santa Clara, is hereby transferred to a like position in the court of primera instancia é instrucción of Sagua la Grande vice Ernesto Perez Portela, resigned.

J. B. Hickey,
Assistant Adjutant-General.

No. 462.

Headquarters Division of Cuba,
Habana, November 12, 1900.

The military governor of Cuba, upon the recommendation of the board of pardons, directs the publication of the following order:

I. Full pardon of the unexpired time of sentence is hereby granted in the following cases:

a. (1) Laureano Fernandez Alvarez, (2) Placido Blanco Rivero, (3) Pedro Mendez Ramirez, (4) Manuel Piedra Valdes, (5) Roque Ascension, (6) Antonio Guerra y Martinez, (7) Secundino Saavedra y Gutierrez, and (8) Jose Saavedra y Gutierrez, who are in the cárcel of Habana.

b. (1) Manuel Gonzalez Cruz (a) Macias, (2) Santiago Abreu, (3) Pedro Aldazabal, (4) Albona Almena Bango, and (5) Jose Poiiciano Rodriguez, who are in the presidio of Habana.

c. (1) Antonio Campos Fernandez, (2) Damaso Martin, (3) Ramon Alvarez Hernandez, (4) Felix Bertran y Leon, (5) Tomas Miranda, and (6) Federico Miranda, who are in the cárcel of Pinar del Rio.

d. (1) Jesus Maria Marin, (2) Juan Valdivia Ibarra, and (3) Leon Ortalaza Palmero, who are in the cárcel of Santa Clara.

e. (1) Miguel Sabatela Olivares, (2) Gabriel Castellanos Solis, (3) Pedro Guillen Moreno, (4) Emilio Gonzalez Roche, who are in the cárcel of Puerto Principe.

f. (1) Manuel Julian Gutierrez and (2) Jose Caro Hernandez, who are in the cárcel of Sancti Spiritus.

g. (1) Robert Smith, and (2) Rodolfo Franco Solis, who are in the cárcel of Santiago de Cuba.

h. Manuel Rico Crego, at large at present.

The secretary of justice will institute measures to set the aforementioned prisoners at liberty at once.

II. Full pardon of the unexpired time of sentence of two years, four months, and one day of "prisión correccional," imposed by the audiencia of Puerto Principe December 18, 1899, is hereby granted Diego Morales Gonzalez, at present in the cárcel of said city.

III. Partial pardon is hereby granted the prisoner Pedro Manuel Gutierrez Fajardo, at present in the presidio of Habana, reducing by one-fourth the sentence of fourteen years, eight months, and one day of "reclusión temporal" imposed upon him by the audiencia of Santiago de Cuba January 5, 1894, for the crime of homicide.

IV. Partial pardon is hereby granted the prisoner Juan Montero Tamayo, reducing by one-third the sentence of eighteen years of "reclusión temporal" imposed upon him by the audiencia of Santiago de Cuba on February 7, 1895, for the crime of homicide.

V. Partial pardon is hereby granted the prisoner Pablo Hernandez Ruiz, at present in the presidio of Habana, reducing by one-fourth the sentence of fourteen years, eight months, and one day of "reclusión temporal" imposed upon him by the audiencia of Santa Clara on March 15, 1895, for the crime of homicide.

VI. Partial pardon is hereby granted the prisoners Manuel Suarez Mayor (a) Mangolo and Manuel Castell y Garcia, reducing to eight years of imprisonment in each case their sentence of seventeen years, four months, and one day of imprisonment imposed upon them by the audiencia of Habana, on January 16, 1900, for the crime of homicide.

VII. Partial pardon is hereby granted the prisoner Francisco Rodriguez Dominguez, at present in the presidio of Habana, reducing to twelve years and one day of "reclusión temporal" the sentence of "cadena parpétua" imposed upon him by the Spanish war jurisdiction, for the crime of homicide.

VIII. Partial pardon is hereby granted the prisoner Antonio Faro Marcos, at present in the presidio of Habana, reducing to twelve years and one day of "reclusión temporal" the sentence of "cadena perpétua" imposed upon him by the supreme council of war and navy of Spain, on July 20, 1898, for the crime of murder.

IX. Partial pardon is hereby granted the following-named prisoners, reducing their sentences as hereinafter stated:

1. Antonio Acosta Hermosilla (a) "Mascota," will be set at liberty January 1, 1901.
2. Manuel Diaz Blanco will be set at liberty January 1, 1901.
3. The unexpired term of sentence of eight years and one day of presidio mayor imposed upon Diego Morales y Gonzalez by the audiencia of Puerto Principe on December 18, 1899, is reduced by one-half.
4. The unexpired terms of sentence imposed upon Alberto Sanchez Parra, Antonio Pavon Dominguez, and Mateo Pavon Dominguez are reduced to three years in each case.
5. The unexpired term of sentence of Serafina Sarracent, at present in the cárcel of Matanzas, is reduced to five years.
6. The sentence of six years and one day of presido mayor imposed upon Manuel Quiros by the audiencia of Habana, April 14, 1900, is reduced to one year.

The secretary of justice will see that due entry is made on the prison records of the aforementioned mitigation of sentences, and report execution of same to these headquarters.

X. Penal action is hereby delared ended in the matters of crime that caused the imprisonment of the following-named prisoners:

1. Napoleon de Armas, who is in the cárcel of Matanzas.
2. Guillermo Alberti Rodriguez, who is in the cárcel of Cardenas.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings against these men for the offenses with which they now stand charged, and will institute measures to set them at liberty at once.

XI. Without any appeal therefrom the secretary of justice will decide all matters of doubt that may arise in the enforcement of this order.

J. B. Hickey,
Assistant Adjutant-General.

No. 463.

Headquarters Division of Cuba.
Habana, November 13, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order, in substitution of Civil Order No. 306, suspended by Civil Order No. 312, c. s., these headquarters:

I. From this date Order No. 106, of July 11, 1899, Headquarters Division of Cuba, and all other provisions in force containing the form of state and municipal taxation of banks and companies, enumerated in sections 5, 6, 7, and 8 of tariff second of the industrial tax, are hereby modified in accordance with the following articles:

II. The following shall pay taxes to the State at the rate of 8 per cent of their net profits:

(*a*) Banks of issue and discount transacting business either on real estate or on personal property.

(*b*) Stock companies, except mining companies, saving banks, and such government loan and pledge companies as may be officially recognized and included accordingly in the list of tax exemptions.

III. The following shall pay taxes to the State at the rate of 6 per cent of their net profits:

(*a*) Railroads of general service; or, namely, those destined to public exploitation for the transportation of passengers and the traffic of merchandise, either belonging to companies or to private parties, conformably to legislation in force on the matter.

(*b*) Shipping companies.

IV. Insurance companies shall pay 2½ per cent of the premiums annually collected from the insured. From said tax are exempted mutual insurance corporations, where no profits are distributed and whose operations may consist only in assessing the stockholders for the proportional amount of damages that any of them may have suffered.

The tax on the commission of the agents is hereby suppressed.

The administration, investigation, and collection of the tax shall be in accordance with the provisions in force.

V. Foreign banks, corporations, and companies, or branches thereof, transacting business in this island shall pay taxes for their respective class in accordance with the provisions of the preceding articles.

VI. Foreign banks, corporations, and companies, or their branches, transacting business in this island, will present a sworn statement in duplicate to the administration of internal revenues and taxes of where they are located, stating therein the date of the close of the year of association, the capital of the company or amount devoted to its operations in this island, and the names of its agents or managers. With the sworn statement they will also inclose a duplicate copy of their statutes and deeds of incorporation. The administration of internal revenues and taxes will forward the duplicate to the department of finance.

Banks, corporations, and companies that may be established hereafter will fulfill the above requirements before commencing to transact business. Those already established shall do likewise within a period of sixty days from the publication of this order in the Gazette of Habana.

VII. Banks, corporations, and companies, with the exception of insurance companies, that are required to pay taxes in accordance with this order, shall present every six months to the office of internal revenues and taxes of the fiscal zone wherein they are established a statement of their operations in Cuba, and at the close of each year of association, a general balance of their books; and if they should be stock companies, the annual report that their directors may present to the shareholders. Said balance and the report, as the case may be, will serve as a basis in the computation and collection of the tax.

Insurance companies shall present the documents called for in the rules and regulations of December 1, 1893.

Should the company be domiciled in a foreign country, the administration of finance will deal with its agents or managers in this island, who shall present the statements, balances, and reports referred to in the foregoing paragraph.

VIII. If within two months following the ending of the six months or of the year of association the banks, companies, and corporations, or their agents or managers, should neglect to present the statements, balances, and reports referred to in Article VII the internal revenues and tax offices may make the necessary investigation, even so far as to examine the books of said banks, companies, and corporations, to properly establish and collect the amount of the tax, reporting the fact to the department of finance.

The settlement made in such cases by said office may be subject to appeal before the department of finance, but if approved by the latter, the amount shall be due and subject to collection without detriment to any further action which the banks, companies, and corporations may take in the exercise of their rights.

IX. Amounts paid to stockholders from the reserve funds or from funds which may be otherwise taxed shall not be construed as net profits for the purpose of taxation.

X. The net profit on which the tax is to be levied shall consist of the balance that remains after deducting from the total income the proven expenses of operating and maintaining the business of the banks, companies, and corporations.

The amount of industrial or real-estate taxes paid by the companies and corporations on their industries and on buildings and rural properties that they may possess will be compensated when paying the taxes to the state.

XI. Banks, corporations, and companies exercising solely industries that are expressly comprised in the tariff of industrial tax shall only pay the municipalities the quotas as corresponding to the kinds of industries that they exercise in each municipal district.

XII. Said banks, companies, and corporations will also pay the municipalities where they are located the real-estate tax on the city or country properties they may possess in the municipal districts.

Lands occupied by the lines or tracks of general or transversal railroads are the only ones excepted from the real-estate tax, as also the buildings erected on said lands used as stations, switches, platforms, warehouses for loading and unloading freight, shops, and other annexes that are necessary for the working of the lines.

J. B. Hickey,
Assistant Adjutant-General.

No. 464.

Headquarters Division of Cuba,
Habana, November 13, 1900.

The military governor of Cuba directs me to announce the following appointments:

I. Rafael S. Calzadilla, to be a member of the board of managers of the Reform

School for Boys at Guanajay, for the period of two years, vice Raimundo Cabrera, resigned.

II. Mrs. Pilar Radillo de Lancis, to be a member of the board of managers of the Reform School for Girls, Aldecoa, for the period of three years, vice Mr. Ibor de Delmonte, resigned.

J. B. HICKEY,
Assistant Adjutant-General.

No. 465.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Paragraphs second and third of article 632 of the law of criminal procedure, modified by Paragraph VI of Order No. 181, Headquarters Division of Cuba, series of 1900, are hereby amended to read as follows:

"With this purpose in view the records of the proceedings shall be delivered to each defending lawyer for the said period of five days. During the said period all correspondence, books, and papers, and other documents of proof not attached to the records shall be accessible at the clerk's office of the court.

"Should the prosecuted party or the persons civilly responsible not have a defending lawyer named in the records, nor should name one at the act of delivery of the copy to which the preceding paragraph of this article refers, notwithstanding being warned to do so at the said act, which fact shall be duly noted, the court shall appoint a defending lawyer in the case, in the exercise of its functions, in whom the charge of the case in its defense shall be vested.

"The period of five days shall not be extended except there be alleged under oath a just cause in the opinion of the court, in which case it may be extended at most for another five days. Should the alleged cause not be true, the penalty for perjury shall be imposed. Should there have to be prepared a line of defense for more than five prosecuted parties or persons civilly responsible, the court may moderately reduce the period for each one, or it may specify a period of twenty days for the whole, without delivering the records of the proceedings, which must be accessible in the clerk's office to the defending lawyers in order that the latter may duly inform themselves thereof.

"In all cases where the records of proceedings are delivered to the defending lawyer or lawyers, and the latter do not return them together with the line of defense adopted prior to the beginning of the first session of the court immediately following the termination of the period, the fact shall cause the party causing the delay to incur a fine of five dollars, United States currency, for each day's delay. The court on its own responsibility will cause the said fines to be collected."

J. B. HICKEY,
Assistant Adjutant-General.

No. 466.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

I. Sanatoriums shall hereafter pay to municipalities the following annual tax in United States currency: In Habana, $200; in cities of first and second class, $100, and in other towns, $50.

II. The following industries are transferred to tariff 5, in order to be taxed by the municipalities in accordance with paragraph (a), Article IV, "Voluntary incomes," of order No. 254: Shops and their dependencies for the sale but not for the manufacture of cigars, cigarettes, and matches; stores for sale of products of the country; peddlers' stores in general, and all the items of class 14 of tariff 1; barrooms; bathhouses; laundries; dairies, with stables for cattle, where cow's milk, cream, and butter are for sale; places for sale of asses' milk; hirers of velocipedes and bicycles, of tariff 2.

III. The following items of the "Tariffs of the industrial tax" are hereby suppressed: Journalistic and other similar enterprises; concert companies; assistants of public works; chancellors and registrars of the audiencias; recorders of courts; sworn interpreters attached to courts; practitioners, blood-letters, phlebotomists, and chiropodists; teachers and professors in practice of their profession; attorneys of audiencias and courts; clerks of tribunals and municipal courts; appraisers of costs and undertakers.

IV. Item 7 of the Industries of Patents, subletters of rooms, is also suppressed.

J. B. HICKEY,
Assistant Adjutant-General.

No. 467.

HEADQUARTERS DIVISION OF CUBA.
Habana, November 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointments:

I. To be associate justice of the audiencia of Santa Clara, Eduardo Azcarate, now deputy fiscal of the audiencia of Habana.

II. To be deputy fiscal of the audiencia of Habana, Antonio Portuondo, holding a like position in the audiencia of Santa Clara.

III. To be deputy fiscal of the audiencia of Santa Clara, Cristobal Bidegaray, now judge of primera instancia é instrucción of Trinidad.

IV. To be judge of primera instancia é instrucción of Trinidad, Filomeno Rodriguez y Alfonso, now judge of primera instancia é instrucción of Guanajay.

V. To be judge of primera instancia é instrucción of Guanajay, Juan Bautista Alfonso, formerly correctional judge ad interim of Habana.

VI. To be judge of primera instancia é instrucción of Santiago de Cuba, Antonio J. de Varona y de la Torre, at present acting as such in Moron.

VII. To be judge of primera instancia é instrucción of Moron, Jose Manuel Guerrero y Dueñas, at present acting as such in Jaruco.

VIII. To be judge of primera instancia é instrucción of Jaruco, Marcelo de Caturla y Garcia, at present acting as such in Remedios.

IX. To be judge of primera instancia é instrucción of Remedios, Mariano Vila y Mestre, at present acting as such in Bayamo.

X. To be judge of primera instancia é instrucción of Bayamo, Jose Manuel Allo y Govin, at present acting as such in Guane.

XI. To be judge of primera instancia é instrucción of Guane, Jose Aurelio Perez Diaz, at present acting as such in Alacranes.

XII. To be judge of primera instancia é instrucción of Alecranes, Ramon Madrigal, at present acting as such in Manzanillo.

XIII. To be judge of primera instancia é instrucción of Manzanillo, Julio Cesar Fuentes y Castro, at present acting as such in San Antonio de los Baños.

XIV. To be judge of primera instancia é instrucción of San Antonio de los Baños, Jose M. Poo, now correctional judge ad interim of Habana.

XV. To be judge of primera instancia é instrucción of Holguin, Antonio Rivero Beltran, at present acting as such in Sagua la Grande.

XVI. To be judge of primera instancia é instrucción of Sagua La Grande, Benito Jose Rodriguez Maribona, at present acting as such in Cardenas.

XVII. To be judge of primera instancia é instrucción of Cardenas, Gustavo Arocha, at present acting as such in Pinar del Rio.

XVIII. To be judge of primera instancia é instrucción of Pinar del Rio, Guillermo Valdes Fauli y Lanz, at present acting as such in Guanabacoa.

XIX. To be judge of primera instancia é instrucción of Guanabacoa, Federico Laredo y Bru, now secretary of the audiencia of Santa Clara.

XX. To be secretary of the audiencia of Santa Clara, Jose Manuel Valdes Cardenas.

XX. The above-named functionaries will have to take possession of their new positions within twenty days, to be reckoned from the date of the publication of this order.

Those who have been transferred will continue to collect the salaries to which they are entitled in their present positions until they take possession of their new ones.

J. B. HICKEY,
Assistant Adjutant-General.

No. 468.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. From and after the publication of this order there shall be in each one of the courts of primera instancia é instrucción of the island of Cuba two handwriting experts whose duties shall consist of aiding the courts of justice within the judicial circuit in which they reside in the performance of such acts or duties as may be considered proper within their obligations.

II. The handwriting experts to which the preceding article refers shall be entitled to the collection of fees in civil matters, from the party interested, should he not have been declared insolvent, at the rate of $3, United States currency, for each piece of work that they perform, and when the latter consist of the examination and comparison of lengthy documents, they may collect 50 cents additional for each page that they may have to examine and compare with the exception of the first. The said experts shall be under obligation to render their services in criminal matters without any remuneration whatsoever; but the right of action shall be reserved to them to claim their fees in cases where a person implicated therein is condemned to the payment of the costs of the suit.

III. The position of handwriting experts to which this order refers shall be filled by the secretary of justice, appointing persons thereto who may have the title or degree of teacher of elementary primary instruction, or advanced primary instruction and who do not hold any paid position in the branch of public instruction.

J. B. HICKEY,
Assistant Adjutant-General.

No. 469.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. For the better exercise of public service and at the request of a majority of the residents, in accord with the interested Ayuntamiento, the capital of the municipal district of Santa Cruz del Norte is hereby transferred to the town of San Antonio del Rio Blanco del Norte.

II. The civil governor of Habana is charged with carrying out the provisions of this order.

J. B. HICKEY,
Assistant Adjutant-General.

No. 470.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs the publication of the following order, which modifies Order No. 171, of April 24, 1900:

I. The studies to be followed in the school of commerce annexed to the Institute of Habana are: Mercantile calculations; bookkeeping and general accounts applied to commerce, stock companies, and public offices; practice of mercantile operations; industrial and commercial geography; political economy and notions of public finance; statistics, mercantile legislation, international mercantile law, history of commerce, history and analysis of mercantile products.

II. These studies shall be grouped as follows: Chair A, mercantile calculations, half course; bookkeeping and general accounts, half course; practice of mercantile operations, half course. Chair B, statistics, half course; industrial and commercial geography, half course. Chair C, political economy and notions of public finance, half course; mercantile legislation, half course; international mercantile law, half course. Chair D, history of commerce, half course; history and analysis of mercantile products, half course.

III. The school shall have annexed a department for the practice of the operations pertaining to countinghouses, banking, etc., and a laboratory and museum for the analysis and exhibition of mercantile products.

IV. Examinations shall be held at the end of each study, which examinations shall take place by writing and shall have a practical character when the subject-matter so requires it.

V. The institute shall admit to the examinations for the degree of mercantile professor any students who may have successfully passed examination in all the studies of the school, and the following ones besides: Arithmetic and algebra; universal geography; stenography and typewriting; English and French. The exercises for the degree shall be two: A written one upon a theme the aspirant shall select from a list prepared beforehand by the board, and a practical one, in which the candidate shall give in writing all of the details of a mercantile transaction, selected from among three subjects drawn at random. Three hours' time shall be allowed the aspirant to carry out this task.

VI. In order to be admitted to this school the student must be fully fourteen years of age, and must pass through the examination for admission required for the students of the institute.

VII. The study of arithmetic and algebra shall precede that of mercantile calculations and bookkeeping, and that of the latter shall precede the study of practice of mercantile operations. The study of universal geography and statistics shall precede that of industrial and commercial geography. The study of mercantile legislation shall precede that of international mercantile law.

TEMPORARY DISPOSITIONS.

The professor of chair D shall continue to teach one half course of navigation, cosmography, and pilotage until the special school for navigation be organized.

The students who on September 30, 1900 shall have gone through the study of the course prescribed to obtain the title of expert by the plan of 1880 may graduate as mercantile professors, provided they study the courses of history of commerce, history and analysis of mercantile products, and international mercantile law, and pass examination in these subjects as provided for in this order; students who in the former year shall have gone through the study of analytical arithmetic shall have to be proficient in the study of algebra in order to be admitted to examination in mercantile calculation and bookkeeping; those who are proficient in the studies of mercantile calculation and bookkeeping, and who should, according to Order No. 171, have enrolled themselves in the studies of bookkeeping and practice of commerce, shall be considered as enrolled in this second study or class in the manner established by the plan now in force; and the students who, according to the former plan, should have studied under one single heading matters which by the present plan have been separated are not required to again study the same.

J. B. HICKEY,
Assistant Adjutant-General.

No. 471.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The registrars of property of central Habana, western Habana, Cienfuegos, Santa Clara, Santiago de Cuba, Sagua, Guanajay, San Antonio de los Baños, Jaruco, San Cristobal, Alacranes, and San Juan de los Remedios, having obtained their positions in the manner prescribed by article 303 of the Mortgage Law, are hereby confirmed in said positions.

II. Eugenio Sanchez, who at the present time is acting as registrar of property at the "Mediodia" Habana office, is hereby declared to have the rank of third class, the only one which he obtained in accordance with article 303 aforesaid, and shall be appointed as a regular incumbent by the department of justice to the position of registrar of the aforesaid third class.

III. Present and future vacancies will be permanently filled in the manner prescribed by law.

IV. The department of justice will have charge of carrying out the provisions of this order, and of explaining and solving all doubts that may arise in connection therewith.

J. B. HICKEY,
Assistant Adjutant-General.

No. 472.

HEADQUARTERS DIVISION OF CUBA,
Habana, November 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Eugenio Sanchez Fuentez y Pelaez, who occupied the position of registrar of property at the "Mediodia" office at Habana, is hereby appointed to be registrar of property at Guines.

II. From and after the date of the publication of this order Felix Iznaga is appointed as provisional registrar of property at the "Mediodia" office of Habana until such time as this military government shall issue the proper orders for the final suppression of said office.

J. B. HICKEY,
Assistant Adjutant-General.

No. 473.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, November 17, 1900.

The military governor of Cuba directs the publication of the following order:

I. Juan P. Carbo, judge of the correctional court of Cienfuegos, Province of Santa Clara, is hereby dismissed from said office for the good of the public service, to date from the 16th instant.

II. Arturo Lopez Madrazo, at present municipal judge, is hereby appointed judge of the correctional court of Cienfuegos, Province of Santa Clara, vice Juan P. Carbo, dismissed.

J. B. HICKEY,
Assistant Adjutant-General.

No. 474.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, November 19, 1900.

The military governor of Cuba directs the publication of the following circular (No. 20) from the office of the superintendent of schools, for the information and guidance of all concerned.

J. B. HICKEY,
Assistant Adjutant-General.

[Circular No. 20.—Office of the superintendent of schools of Cuba, Habana.]

EXAMINATION OF TEACHERS.

The law under which the schools of Cuba have been organized instructed the boards of education to employ as teachers the most intelligent men and women available, with the provision that all must prepare themselves for an examination to be given at a later date. The brightest minds of the island promptly came forward to take up the great work. By the end of last June, 3,500 teachers were giving instruction to 150,000 Cuban children. For the most part these teachers have had but little chance for higher study, but there is a spirit that far transcends the knowledge gained from books, and in this spirit lies the hope of the schools of Cuba. At first the schools were organized in only the crudest possible way; there were no books, no blackboards, no minor supplies, no desks for the pupils; there was little more than the bare room, with the teacher; and yet with scarcely a complaint the noble band worked on for weeks and months, holding the schools together and leading the children forward five hours each day by means of oral instruction. Probably no other body of teachers in the world ever had such a difficult problem to solve or ever met their work with greater courage than the teachers of Cuba, yet most of them had never before had a day's experience in the schoolroom. It has been, and ever will be, the aim of this office to preserve this spirit in the schools by helping to train the faithful teachers now at work. This motive led to the great excursion to Harvard and to the organization of summer schools in the island. It has always won the cordial support of the military governor in special orders.

The result for the island would have been bad if any attempt had been made to examine the teachers at an early date. It would have driven some of the brightest minds out of the schoolroom. Therefore, while encouraging the teachers to continue their studies, with the thought of a future examination, the date has from time to time been postponed, for several reasons: First, because the teachers were known to be working faithfully to prepare themselves in methods of teaching, as well as in the knowledge of the subjects of the course of study; second, because they were weighed down by the cares of new schools, organized under the most trying conditions, and the thought of pending examinations would have been a source of annoyance. It was a pleasant duty to recognize such faithful efforts and grant plenty of time for preparation. By next February a full year will have been allowed, and in that month, as well as in subsequent months, the examinations for certificates will be given. The exact dates will be duly announced.

The examination of the teachers of Cuba will afford an excellent opportunity not only to direct their studies, but also to shape their methods of teaching, rather than simply to make a test of knowledge.

As a means of guiding the study of the teachers and of preventing the waste of time on useless details, this circular tells exactly what topics in each subject will constitute the examination, but the topics or questions are so broad that they require thorough and intelligent study. This plan should show teachers that in their own studies, and also in their work with the pupils, they should learn to treat subjects in a broad way, to think and train the pupils to think, and not merely to dwarf the memory with worthless dates, names, places, etc. It is perhaps the best possible way also to impress upon the teachers of a nation what kind of teaching is to be expected from them, as the examination of the pupils will follow the same general plan.

The first examination, to be taken by all teachers and other applicants for certificates, will be simple, with the view to issuing certificates of what will be known as the "first grade," giving the right to teach for a limited period of time. Other examinations for certificates of the same grade will be given during the remainder of the school term and in the summer vacation. One year hence, or perhaps in less time, an opportunity will be given to pass an examination somewhat more difficult for the certificates of the "second grade," giving the right to teach for a longer period. Still later, perhaps in two years, examinations (including the actual inspection of the work of the teachers in the class room) will be given for the certificates of the highest ("third") grade, under conditions to be announced later. This plan will call for at least two or three years of intelligent guided study on the part of every teacher in Cuba. It is certain that the noble band of workers that came forward to perform the difficult task of organizing the schools this year will thus be able to win and hold the best places in the school system they have created. Thus, while organizing at an early date the permanent normal schools for the training of future teachers for Cuba, it will always be the first care of this office to provide means for the training and advancement of the present body of earnest teachers who have made this year historic for the schools of Cuba.

Examinations in February, 1901.

The following topics will constitute the examination to be given in February, 1901:

History: (1) The voyages of Columbus; (2) brief account of the Indians of Cuba; (3) pirates and corsairs in Cuba; (4) the capture of Habana by the English; its causes and effects; (5) slavery in Cuba; (6) the ten years' war; (7) the last war of independence.

Geography: (1) Location, surface, and climate of Cuba. (See pages 1–5 in supplement of text-book—Geografía Elemental—now used in the schools.) (2) Sketch a map of Cuba; locate 10 principal cities and the boundaries of the 6 provinces. (See pages 2 and 10–12 of same supplement.) (3) Brief history of the cultivation of coffee, sugar, and tobacco in Cuba. (See pages 5–8 of same supplement.) (4) Describe the surface of North America. (See pages 54–68 of text-book.) (5) Principal areas of the United States that produce cotton, wheat, cattle, coal, and iron. (See pages 70–76 of text-book.) (6) Distribution of the 5 races of mankind in the world. (See pages 52–53 of text-book.) (7) Compare the home life of the Eskimos with that of the Cubans. (See pages 42–44 of text-book.)

Language and grammar: (1) Explain why the following words do or do not receive the written accent: Nariz, árbol, Cuba, orden, Carlos, Inglés, Colón, así, Cárdenas, día, qué, que, como, como, ó. A brief exercise will also be dictated to the teachers to be written as a test in spelling. (2) As a test of skill in the use of language each teacher will write a composition of about 200 words upon a single topic to be announced at the hour of examination. (3) Conjugation in all its tenses of any irregular verb selected by the applicant for a certificate; said applicant will underscore the irregular parts of the verb. (4) Write 4 short letters: (1) Presenting one friend to another; (2) recommending some person for a situation; (3) an application from yourself to a board of education for a position as teacher; (4) asking information in regard to some event.

Arithmetic: Solve 8 problems to be chosen by lot from a collection of printed problems taken from the text-book (Aritmética elemental de Wentworth) used in the public schools, omitting the text beyond page 168.

Hygiene: (1) Why should children bathe? (2) care of the teeth; (3) the effect of impure air in the schoolroom; (4) proper position of children at their desks when studying; (5) care of the eyes in the schoolroom; (6) how should the pupils' desks be arranged in the schoolroom?

Methods of teaching: (1) Four lesson plans for teaching geography, history, or reading. (See Teachers' Manual, pp. 25-37.) (2) The use of objects in the teaching of arithmetic. (See Teachers' Manual, pp. 99-114.) (3) Method of teaching pupils to read—first year's work in reading. (See Teachers' Manual, pp. 48-68.)

Notes on the examinations.

One hour will be allowed for writing on each subject.

In history, geography, hygiene, and methods of teaching each applicant will choose by lot one topic under each subject, and this single topic will constitute the entire examination. In language and grammar and in arithmetic each candidate will take the entire examination outlined above.

No history of Cuba has been supplied to the schools, as a suitable book has not yet been found. For this reason instructions will be given to all the examiners to be lenient in marking the history papers. Applicants for certificates should, however, use every available source of information. In the cities it will not be difficult or expensive for large groups of teachers to arrange for a series of eight evening lectures upon the topics named above, or at least to meet for mutual help and study.

References have been made to exact pages in the text-book of geography used in the public schools, in order to indicate about what is expected this year in the examinations. An answer which shows that the candidate has merely tried to memorize the exact words of the book will receive a very low mark, as it proves that said candidate has not learned how to study and use books. The thought should be gained from the book, and should then be expressed in the candidate's own words.

All municipalities of the island have received copies of the geography for use in the public schools. This makes the books available to teachers now in the schools. Authority is hereby given to teachers to loan copies of said geographies from Friday evening to Monday morning to persons intending to take the general examinations in February, provided said persons are known by the teacher to be responsible, and the teacher may require from said person any security deemed proper for the safe return of the book. Any person failing to return the book at the time specified shall be denied the further use of the book.

In the subject of language and grammar it has been thought best to give a list of words that suggest the principal rules of accent, and the exceptions. A concise statement of these rules will suffice. In the conjugation of the irregular verb it is to be noted that only the irregular forms are to be underscored. This is to show that the teacher is able to distinguish the regular forms from the irregular. The object of the four brief letters is to show that the teacher is familiar with the usual forms of correspondence; brevity is one of the most desirable qualities.

No particular book is recommended to the teachers in the subject of grammar, because the work is of such a general nature that almost any book will suffice, instruction from any person having a good knowledge of the grammar will answer every purpose.

Any candidate who can solve the problems contained in the first 168 pages of the text-book of arithmetic can pass a perfect examination in that branch.

No text-book in hygiene has yet been supplied to the schools, and the examination in this subject has therefore been made so general and so simple that careful thought and good judgment will suffice. It will be a good plan for teachers and other candidates to exchange thoughts in regard to the topics under hygiene.

The methods of teaching may be those explained in the Teachers' Manual or any other methods. As there are but few books on this subject in the island, it had been thought best to base these first examinations upon the little manual, which is available to all. Copies of the manual have already been sent to the teachers in every municipality. About 2,000 copies are now available for free distribution to any persons who will certify to the superintendent of schools that they are to be applicants for teachers' certificates in February. Parties writing for these books should make their letters as brief and concise as possible, simply giving their names and post-office addresses, and stating that they intend to present themselves for examination next February. Any teacher in the island will doubtless be glad to loan a copy of the manual to any applicant.

From these "notes on the examinations" it will be seen that the subjects have been selected with reference to available sources of information. Applicants need not go to any expense whatever, or at most they need buy only one or two inexpensive books. This circular covers the entire subject, and teachers are warned not to pay heed to any publication which differs in the slightest degree from the text of this circular. If any further directions or explanations are made they will be over the signature of the superintendent of schools. The attention of teachers is further called to the fact that all advertisements of sales of books relating to the examinations are the work of private parties not authorized by the board of superintendents,

Grades of certificates.

The examination in February, 1901, will be for the certificate of the "first grade." This certificate will be good for only one year from the date of its issue. In February, 1902, or before, if opportunity is given, any teacher holding the certificate of the first grade may take the examination either for another certificate of the same grade or for the grade next higher (second grade). A teacher may at the end of the second year take the examination for the third time for the first-grade certificate, but no teacher shall be allowed to teach more than three years without having received the certificate of the second grade; and no teacher holding only the first-grade certificate, after February, 1903, shall receive more than the salary of an assistant teacher.

Any person who has received the certificate of the second grade after passing the examination to be given subsequent to February, 1901, may teach two years without further examination, but if before the end of the second year he has not passed the examination for the certificate of the third grade he must present himself for reexamination for the certificate of the second grade, and the same rule will hold true for each subsequent two years, and a teacher will be eligible to appointment as long as he holds a certificate of this grade; but after February, 1904, no person holding a certificate of the second grade and not of the third grade will be eligible to appointment as a principal of schools or receive more than the salary of a grade teacher.

Any person holding a certificate of the third grade may be elected to any position in the public schools and receive the salary attached thereto.

No teacher shall be allowed to take examinations for certificates of two different grades within the space of six months.

It will perhaps seem strange that in place of urging teachers to devote more hours to study at home a word of caution seems necessary in order to prevent overwork. Teachers owe it to the State and to the pupils under their care to present themselves each day in the schoolroom as fresh and strong as possible. They should, therefore, not undertake any difficult courses of study calling for long hours of hard work. After spending five hours in the schoolroom no teacher should devote more than two hours to regular study for future examination, and these two hours should be set aside for such study only after having carefully prepared the work of the classroom for the next day. When issuing a certificate of any grade the board of superintendents reserves the right to revoke the same at any time by a two-thirds vote after full and careful hearing of the case; but no certificate shall be revoked except for immoral conduct or other act affecting the honor of the teaching profession.

Examination marks.

The following marks will be given as the maximum in the various subjects: Language and grammar, 4; arithemetic, 4; methods of teaching, 4; history, 3; geography, 3; hygiene, 2; total, 20.

If as a result of the examination a teacher receives 10 or more out of a possible 20 marks or credits, his papers will be approved and he will be entitled to a certificate of the first grade.

After the examination of teachers a published list of all who hold certificates will be sent to the boards of education of the island. A date will then be named, after which only persons holding the new certificates or appearing in the printed list as entitled to certificates will be eligible to serve as teachers in the public schools.

Boards of examiners.

It is a well-recognized principle that the members of any profession are the persons best qualified to pass upon the proficiency of candidates for that profession. Thus lawyers or judges provide for the examination of candidates for admission to the bar; doctors examine candidates for the practice of medicine. The principle is an excellent one. Who is better able to judge of the qualifications of an aspirant to any profession than the members of the same profession who have made a life study of their work, or who at least have devoted to such study more time than the layman? Who, better than the teacher, knows the objects and motives of the work of the schoolroom, or who is more likely to guard with pride and jealous care the standard of excellence of the members of the teaching profession? Without in the slightest degree attributing any but the loftiest motives to any other board of examiners, however selected, the fact nevertheless remains that a person making a study of any profession has the natural right to receive the encouragement of an examination by his peers in the same profession. Though the public-school system of Cuba may be young, and though few of its teachers have had long experience, it would be a sad mistake not to recognize at the outset the natural right involved in this principle. Furthermore, it is only just to assume that those who have been selected for their intelligence and culture to direct the growth of the children of Cuba are the best qualified to judge of the merits of those who would become teachers.

To the teachers of the island of Cuba is therefore intrusted the solemn duty of selecting the members of the boards of examiners. These members may be either teachers or professors of recognized competence chosen by the teachers. The superintendent of the province, when present, will preside over the board of examiners, though he will not act as a judge or examining member; he may designate a teacher to preside during his absence.

Every candidate for a certificate shall be entitled to have his papers marked by three examiners, and the average of their marks shall be taken as his final mark or total. Only in case of irregularity in the method of conducting the examination can an appeal be taken from the decision of the three examiners, and said appeal shall be made directly to the island superintendent of schools, who will have all papers on file in his office.

Every board of examiners shall consist of at least three members, in addition to the provincial superintendent, and there shall be at least three members for every thirty candidates or fraction thereof, but the exact number shall be determined by said superintendent.

The superintendent of each province will divide his province into "examination districts" in such a way as to cause the teachers the least possible expense and inconvenience of travel, but with full power to group municipalities or parts of municipalities in said districts. After obtaining as exact information as possible as to the probable number of candidates in a given district, said superintendent will notify the teachers of each municipality to choose one or more members of the board of examiners, as nearly as possible in proportion to the number of candidates for certificates. The teachers of each municipality may meet to express their choice of member or members at such time and place as the majority of the teachers of the municipality may agree upon. This selection may be made before going to the place where the examination will be held, or the selection may be made after meeting at the place of examination; but when the hour of examination arrives the superintendent of the province shall have power to fill all vacancies caused by absence or failure to elect members of the examining board.

All examination papers will be marked by numbers and not names of candidates, and the members of the board of examiners will not know whose papers are being examined by them. The details of this plan will be explained by the superintendent at the hour of the examination.

If any member of a board of examiners is a candidate for a certificate, he will write his examination paper at the same time as the other candidates, place his number on the papers and hand them to the provincial superintendent, who will assign them to a group of three examiners not knowing the identity of the writer. If said board consists of only three members, said superintendent may name three other teachers to examine and mark such papers; and any member of a board whose papers are thus examined may, in case of failure to pass, have his papers reexamined in the office of the superintendent of schools of Cuba, where all papers will be sent for filing.

The board of examiners shall appoint one of its own members or any other person as secretary, and said secretary shall make a careful record of all candidates, their full names, post-office addresses, municipalities, and the mark received in each subject of the examination. This report will be verified with great care by the provincial superintendent, and will then be forwarded to the island superintendent of schools. A copy of the same will also be filed in the office of the provincial superintendent.

Members of the boards of education in all municipalities are urged to be present during the examination of candidates for certificates, or at least to send one member of each board as a representative to assist the provincial superintendent in the performance of his duties. This will be an excellent time to form the acquaintance of the best teachers in the examination district, and also to learn what lines of study are being required from the teachers in preparation for their work.

Wherever the word "teacher" is used in this circular it refers to a person now actually employed to teach in the public schools, without regard to grade or sex. Only teachers in the employ of the state are given the right to vote for the boards of examiners. No person taking part in the examination of teachers or candidates shall receive pay for such special work; teachers will gladly perform such service for the uplifting of their profession.

By order of the board of superintendents:

ALEXIS EVERETT FRYE,
Superintendent, Schools of Cuba, President Board of Superintendents.

No. 475.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, November 19, 1900.

The military governor of Cuba directs the publication of the following circular (No. 21) from the office of the superintendent of schools, for the information and guidance of all concerned.

J. B. HICKEY,
Assistant Adjutant-General.

[Circular No. 21.]

SUMMER NORMAL SCHOOLS IN CUBA.

I. The following courses of study are hereby prescribed for the summer normal schools of Cuba. Sessions of said school will be held in the capitals of provinces and in such other municipalities as may be duly authorized by the island superintendent of schools; but in said other municipalities the courses of study may be modified, with the approval of the superintendent of the province.

SUBJECTS FOR LECTURES.

Methods of teaching, 20 lectures; school organization, 3 lectures; methods of teaching English, 3 lectures; present school law, 2 lectures; Pestalozzi, Froebal, Varela, La Luz, 4 lectures; educational ideas in the United States and Cuba, 2 lectures; school hygiene and schoolhouses, 6 lectures; language and elementary grammar, 15 lectures; elementary arithmetic, 15 lectures; geography, general, and of Cuba, 15 lectures; history of Cuba, 10 lectures; free-hand drawing from nature, 6 lectures; natural history, 15 lectures; elementary civics, 6 lectures.

II. Requests to organize summer normal courses in municipalities other than the capitals of provinces must be forwarded through the local boards of education of said municipalities before March 1, 1901, to the island superintendent of schools in Habana, specifying, approximately, the number of teachers who will attend such schools, and also outlining the course of study and giving the names, as far as possible, of the instructors who will present the various studies.

LECTURERS.

III. The lecturers in the summer normal schools in the capitals of provinces will be teachers, professors, or other persons of recognized competence, appointed by the provincial superintendents with the approval of the island superintendent of schools. Applications for positions as lecturers or instructors in said schools must be made on or before March 1, 1901, to the superintendent of schools of the province, and each applicant should also present a list of proposed subjects or topics, or an outline of his proposed work.

IV. Each lecturer or instructor in a summer normal school in the capital of any province will be paid $5 per lecture, upon presentation of his letter of appointment and a certificate from the superintendent of schools of the province, certifying to the number of lectures delivered.

V. Each lecturer or instructor in any other duly authorized summer normal school in any city district of the first or second class having a total attendance of not less than 100 paying members shall receive the same amount of $5 per lecture upon presentation of the papers named above. In all other summer normal schools the pay of the instructors or lecturers shall be determined by the provincial superintendent, with the approval of the island superintendent of schools, but shall in no case exceed $5 per lecture nor more than $10 for the work of a single day.

FUNDS.

VI. As a condition of attending any summer normal school each teacher who receives a salary of $50 or more per month shall deposit with a treasurer, to be named by the provincial superintendent, the sum of $6, and each teacher who receives a salary of less than $50 shall deposit with said treasurer the sum of $3, said sum to be paid to the treasurer at the time of enrolling in said summer school. Any other person may be enrolled as a member of the summer school upon the payment of $3 to the treasurer, and will be entitled to the regular certificate of attendance.

VII. The fund thus received from the members of the summer normal school will be used to pay the necessary expenses of said school, and shall be expended under the direction of the provincial superintendent, who will return therefor duplicate vouchers to the office of the island superintendent of schools, on or before the thirtieth day from the closing of said school. Any surplus shall be used, or deficit supplied, in the manner provided in the general school law of the island.

VIII. The provincial superintendent is hereby authorized to employ the whole or any part of the above fund for the payment of the salaries of lecturers or instructors, subject to above conditions, and for janitors of buildings in which sessions of the summer schools are held, and for stationery for the use of said schools; but no further expenditures shall be made without the approval of the island superintendent of schools.

SESSIONS OF 1901.

IX. The summer normal schools will begin on the second Monday of July, 1901, and will continue for six weeks. There will be four lectures daily. Each lecture will last forty minutes, and will be followed for twenty minutes by a discussion of the same subject by the teachers present.

X. The provincial superintendent may provide also for one or two evening sessions weekly, and may select the subjects and the speakers for the same. The evening speakers will receive no pay.

ATTENDANCE.

XI. On or before the 15th day of June, 1901, each board of education in the island will send to the provincial superintendent, at the capital of the province, a complete list of the teachers employed under the direction of said board, together with a list of such teachers as may be excused by said board from attendance at a summer normal school, under the conditions of the next paragraph; and on or before the 1st day of August next following the provincial superintendent will cause to be sent to each board of education in his province a complete list of the teachers employed by such board and in regular attendance at the summer normal school.

XII. Any board of education in the island may exempt from attendance at a summer school any teacher living at a great distance from the place where a summer school is held, and not within reach of the same by railroad or other direct communication, without great expense or hardship; also for sickness or other cause sufficient to incapacitate him for the work of said school; but said excuse for non-attendance must be specified in writing to the provincial superintendent and be approved by him.

DIRECTORS OF SUMMER SCHOOLS.

XIII. When convenient, the provincial superintendent will preside over the sessions of the summer normal school held in the capital of the province. Said superintendent shall also appoint, or cause to be appointed, with his approval, a director for each of the other summer normal schools duly authorized in his province; and said director shall always be a teacher in the public schools of the municipality in which the summer normal school is to be held. The position of such a director shall be honorary, and shall not entitle him to pay for his services.

XIV. It will be the duty of said directors, acting under the guidance of the provincial superintendents, to organize the work of the summer schools, open and close them at the proper time, and direct the work of the same; to keep, or cause to be kept, a record of the daily attendance of the teachers; to preside or to appoint substitutes to preside over all sessions of the schools; to direct the discussion of subjects, and, at the close of the session, to make reports of the attendance and other important details to the superintendents of the respective provinces, who will cause copies of the same to be forwarded to the island superintendent of schools on or before October 1, 1901.

LOCATION OF SCHOOLS.

XV. Due notice will be sent to all teachers as to the place of holding the sessions of the summer normal schools.

By order of the board of superintendents.

ALEXIS EVERETT FRYE,
Superintendent of Schools of Cuba and President of the Board.

No. 476.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, November 20, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The sum of $5, United States currency, is allotted for per diem expenses during the time they were actually employed, to the members who, in conformity with provisions of Order No. 316, current series from these headquarters, constituted the provincial canvassing boards in the election for delegates and their substitutes to the constitutional convention of the island of Cuba.

II. The presidents of the said boards shall deliver in the proper fiscal zone certified vouchers of the number of days that each member was employed, of the date of their taking possession of their offices, of their appointments, and of the termination of the work.

III. Form 8, department of finance, shall be used in duplicate, and shall contain the signature of the interested party and of the president; the vouchers for per diem expenses for the presidents shall be signed by the secretaries.

IV. The secretary of finance shall instruct the administrators of fiscal zones to forward through him to the department of state and government statements of payments made in conformity with this order, so that the former may duly report the facts to these headquarters.

J. B. HICKEY,
Assistant Adjutant-General.

No. 477.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, November 21, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

Institute of Pinar del Rio: To be professor of group A of the preparatory course, Jose Miro y Castro.

Institute of Matanzas: To be professor of group A of the preparatory course, Jorge Enrique Saez y Medina.

Institute of Santa Clara: To be professor of group A of the preparatory course, Angel Haza y Valdes.

Institute of Puerto Principe: To be professor of group A of the preparatory course, Mario Diaz.

J. B. HICKEY,
Assistant Adjutant-General.

No. 478.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, November 21, 1900.

The military governor of Cuba directs the publication of the following order:

Paragraph XXXII of Order No. 427, current series from these headquarters, is amended to read that the provisions of said order shall go into effect December 20, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 479.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, November 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

University of Habana: To be professor of chair A of the school of dental surgery, Pedro Calvo.

Institute of Habana: To be professor of chair A of the preparatory course, Emilio del Junco, vice Manuel Villanova, who is transferred to chair B of the school of commerce.

Institute of Matanzas: To be professor of chair A of the school of surveyors, Ignacio Garrido y Montero; to be professor of chair B of the same school, Julio J. Pastoriza.

Institute of Puerto Principe: To be professor of chair F, Antonio J. Moya y Pichardo; to be professor of chair B of the school of surveyors, Avelino A. de Varona y Guerra.

Institute of Santiago de Cuba: To be professor of chair B of the school of surveyors, Jose Comallonga.

J. B. HICKEY,
Assistant Adjutant-General.

No. 480.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, November 28, 1900.

The military governor of Cuba directs the publication of the following order:

I. The following persons are designated a board of patrons for the Santa Isabel Hospital of the city of Matanzas, province of the same name: Juan Gonzales, Vidal del Junco, Antonio Vignier, Fernando Jimenez, Silvio Silveira, Jose Dolores Amieva, Tomas F. Lopez, Benito Carballo y Pons, and Silveiro Garcia del Aguila.

II. The following persons are designated a board of patrons for La Escuela Industrial for children at Matanzas, province of the same name: Francisco Javier Hernandez, Jose de Castro Palomino, Antonio Basterrechea, Isidoro Benavides, Antonio Molins, Luis E. Quesada, Luis A. Cuni, Alberto C. Torres, and Manuel B. Trelles.

J. B. HICKEY,
Assistant Adjutant-General.

No. 481.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, November 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Manuel Vega Lavarria, notary public of Colon, province of Matanzas, having tendered his resignation on account of advancing age, the same is hereby accepted.

J. B. HICKEY,
Assistant Adjutant-General.

No. 482.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, November 28, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The period granted by paragraph 1 of the transitory provisions of Order No. 400, current series from these headquarters, to merchants to which the said order refers, is hereby extended to the 31st day of December, 1900.

J. B. HICKEY,
Assistant Adjutant-General.

No. 483.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 1, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs me to announce the following appointments:

I. Luis Azcarate y Fesser is hereby appointed substitute justice of the audiencia of Habana, the position heretofore occupied by Jose Agustin Duque de Heredia.

II. Luis Lopez Silvero is hereby appointed substitute justice of the audiencia of Santa Clara.

J. B. HICKEY,
Assistant Adjutant-General.

No. 484.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 1, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. The list of employees of the archives of the audiencia of Habana shall be as follows: One custodian of archives with an annual salary of $1,200; 2 clerks with an annual salary of $600 each, $1,200; 1 servant, $300; total, $2,700.

II. The custodian of archives shall be freely appointed by the secretary of justice; the 2 clerks by the administrative chamber of the audiencia of Habana; and the servant by the president of the same court.

III. The aforesaid employees shall be directly under the control of the clerk of the administrative chamber.

IV. This order shall go into effect on the day following that of its publication, and all orders at variance with the same are hereby annulled.

J. B. HICKEY,
Assistant Adjutant-General.

No. 485.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 1, 1900.

The military governor of Cuba directs the publication of the following order: Miguel Gaston and Gustavo Rogel are hereby appointed on the commission instituted by Order No. 417, current series from these headquarters, the former as legal secretary and the latter as assistant.

J. B. HICKEY,
Assistant Adjutant-General.

No. 486.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. In towns in which there is no notary public, the bonds that may be executed to guarantee the performance of duties of employees of the postal service shall be certified to by the municipal judge.

II. The municipal judges shall keep a book of registry, entering therein the bonds which may have been executed, receiving for the said service $2, United States currency, to be paid by the bondsmen.

III. In all instances where the aforesaid judges shall certify to said bonds, they shall report the fact to the section of registries and notarial affairs of the department of justice.

IV. Any municipal judge not complying with the provision of the preceding article shall be punished by a fine not to exceed $100, United States currency, or by suspension or removal from office; the secretary of justice being hereby authorized to impose, at his discretion, the said penalty in its different degrees, according to the circumstances of each case.

J. B. HICKEY,
Assistant Adjutant-General.

No. 487.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 2, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. There is hereby created or established in the department of justice a register within which shall be inscribed all the established religions in the island of Cuba, or which may in future be so established, stating in general terms the essential grounds upon which each is based, the highest authority, if any, in each one of the said religions, and the person, if any, who exercises such authority in this island possessing the right to appoint priests or ministers to perform marriage ceremonies.

II. The secretary of justice shall refuse the inscription of religions antagonistic to morality which do not have an organization for a religious purpose, or which do not prove that their acts or existence are based on legal conditions.

Against such decisions there shall be granted the right of appeal before the military governor; and from the decision of the latter appeals may be taken in established form relating to decisions of the said authority.

III. The head or chief authority in this island of each inscribed creed will report to the secretary of justice the names of the duly ordained priests or ministers authorized to perform marriage ceremonies, and the secretary of justice shall cause the said names to be published in the Gazette.

Where there is no head or chief authority in this island of any regularly recognized religious denomination (as in the case of missionaries, etc.), persons representing such religious denomination must register it, as required by Article I of this order, furnishing their names and the evidence of their authority, as duly ordained or appointed priests or ministers, to perform marriage ceremonies; and their names shall be published in the Gazette as hereinbefore prescribed.

IV. For the purpose of uniformity in the certificates that are required by Article V of Order 307, current series from these headquarters, it is to be understood that all must be like the form which is prepared and published by the department of justice as a continuation to this order.

V. The proceedings which may be instituted in connection with a marriage shall be before the priest or minister that may be called upon to perform the ceremony, and therefore the information to be furnished by witnesses of which Article VI of Order No. 307 treats, shall be received by said priest or minister, all requirements exacted by article 86 of the Civil Code, amended by Order No. 42 of January 26, 1900, to be complied with.

VI. The consent or advice for the celebration of the marriage must be given in the form and before the functionaries named in article 48 of the Civil Code, which, subject to the provisions of Civil Order 172, series of 1900, remains in force in all its parts.

For this purpose the priests or ministers that perform the marriage ceremony and have cognizance of the proceedings in connection therewith shall also have the character of ecclesiastical notaries.

VII. The priests or ministers who perform the marriage ceremonies, or their chiefs, in accordance with the precepts of each religion, shall have the right to grant the dispensation of the impediments that the said religions interpose against marriage.

This right shall never extend to the point of authorizing marriage between blood relations in the ascending or descending line, of legitimate or natural affinity, or between natural or legitimate brothers and sisters, whether they be of the same father but not the same mother or of the same mother but not the same father, nor between the adopting father or mother and the person adopted, it being understood that the classification of "natural" shall be in its broadest sense.

VIII. The impediments to which paragraphs 3, 6, and 7 of article 84 of the Civil Code refer are hereby abolished, likewise that of collateral relatives of the third and fourth degree to which paragraph 2 alludes, and that of collateral relatives by natural affinity to which paragraph 4 of the same article refers.

IX. If the religion, in conformity with the precepts of which a marriage contract is about to be entered upon, has no specially established forms for the publication of the banns in connection therewith, the said banns shall be published in the form established by the Civil Code.

X. The priest or minister who performs a marriage ceremony, or his superiors, according to the precepts of each creed, may dispense with the publication of the banns when sufficient cause for the same may exist; but in case of dispensation he must make the fact known, and its cause, in the certificate that is issued in accordance with provisions of Article VII of Order No. 307.

XI. The false statements that may be made in the proceedings instituted for the celebration of marriages regulated by Order No. 307 and in the present one shall be punished as falsification of public documents in accordance with the provisions of article No. 310 of the Penal Code, should they be made by any of the functionaries to which said article refers.

XII. If the said false statements should be made by private individuals to the detriment of a third party, or with the intention of causing same, they shall be punished in accordance with article 311 of the same Penal Code, which article is hereby amended to read as follows:

"Article 311. An individual who, to the detriment of a third party or with intention of causing him harm, shall commit any of the falsifications specified in the preceding article, in public or official document, or in bills of exchange or any other class of commercial paper, shall be punished with the penalties of 'presidio mayor' and a fine of from $250 to $2,500."

XIII. The provisions contained in this order shall in no manner limit or modify the validity and efficiency of the purely civil marriage for all legal effects, both as regards property as well as persons; and its celebration between those persons who may choose the said form shall continue to be controlled by the provisions of the Civil Code.

XIV. All doubts or difficulties that may arise in practice in compliance with this order shall be decided by the department of justice.

XV. This order shall go into effect from the date of its publication in the Official Gazette.

XVI. All legal rulings antagonistic to the provisions contained in this order are hereby annulled.

J. B. Hickey,
Assistant Adjutant-General.

MARRIAGE CERTIFICATE.

I, ——— ——— of the ——— ——— Church of ——— ———, province of ——— ———, in the island of Cuba, certify that on this day at ——— ——— in the presence of the witnesses ——— ——— and ——— ———, whose signatures are attached hereto, ——— ———, a native of ——— ———, province of ——— ———, of ——— ——— years of age, of ——— ——— race, by profession ——— ———, a resident at No. ——— ——— street, of this place, son of ——— ———, a native of ——— ———, by profession ——— ———, resident of ——— ———, and ——— ———, a native of ——— ———, resident of ——— ———, and ——— ———, a native of ——— ———, province of ——— ———, of ——— ——— years of age, of ——— ——— race, resident at No. ——— ——— street, daughter of ——— ———, a native of ——— ———, by profession ——— ———, a resident of ——— ———, and of ——— ———, a native of ——— ———, a resident of ——— ———, have contracted marriage.

The aforesaid marriage was performed at ——— ——— at the aforesaid hour.

The said contracting parties have proved that they were at liberty to marry, their personal description, and fulfilled the other requirements exacted by Order No. 307, Article VI, of the military government of this island, dated August 8, 1900, to which end there are herewith inclosed the following documents:[a]

.——— ——— ———

And for the purpose of its being forwarded to the Civil Registry of ——— ———, in compliance with provisions of Article VIII of the aforementioned order, I issue this certificate, which the aforesaid witnesses and the contracting parties also sign, in compliance with provisions of Article VI of the indicated order.

Date, ——— ———.

——— ———,
The Priest or Minister.

Witness: ——— ———.
Witness: ——— ———.

——— ———,
——— ———,
Contracting Parties.

No. 488.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 3, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointment: To be assistant professor of the school of pedagogy, University of Habana, Ramon Meza y Suarez Inclan.

J. B. HICKEY,
Assistant Adjutant-General.

No. 489.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 3, 1900.

The military governor of Cuba, upon the recommendation of the board of pardons, directs the publication of the following order:

I. Full pardon of the unexpired term of sentence is hereby granted in the following cases: (1) Manuel Barreto (a) Tejon, who is imprisoned in the jail of Santiago de Cuba; (2) Caridad Huet, who is in the jail of Santa Clara; (3) Anderson Helm, who is in the jail of Habana; (4) Jose Daniel Morejon, who is in the presidio of Habana; (5) Emilio Nuñez Rodriguez, who is in the jail at Moron, and (6) Luis Ortiz y Lopez, who is in the presidio of Habana. The secretary of justice will institute measures to set the aforementioned prisoners at liberty at once.

II. Partial pardon is hereby granted the following-named prisoners, reducing their sentences as hereinafter stated:

1. Manuel Aleman will be set at liberty December 31, 1907.
2. The convict Domingo Lopez Varcarcel, who is in the presidio of Habana, is hereby partially pardoned by a reduction of one-fourth part of the sentence of twelve years and one day of "reclusión temporal" imposed upon him by the audiencia of Santiago de Cuba on September 17, 1896, for the crime of homicide.
3. The convict Maximo Scull y Scull, who is in the cárcel of Habana, is hereby partially pardoned of the penalty of one year and one day of "presidio correccional" imposed upon him by the audiencia of Habana on October 3, 1900, for the crime of theft, commuting it to that of four months of "arresto mayor."
4. Partial pardon is granted to the convict Juan Casanelo de la Guardia, who is in the cárcel of Habana, by deducting four months from the penalty of one year eight months and twenty-one days of "prisión correccional" imposed upon him by the audiencia of Habana on September 25, 1899, for the offense of discharging firearms.

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[a] Should certificates of registry in civil register or of church records not be sent as to the identification of the contracting parties it shall be stated that, in accordance with order No. 42 of 1900, the witnesses swear as to said identification.

A statement shall be made of the documents that are sent in proof of the points exacted in Order No. 307, current series, these headquarters, and in the order referring to this certificate.

5. A partial pardon is hereby granted to the convict Jose Trujillo Abreu, at present in the presidio of Habana, by deducting two years from the balance of the unexpired term of sentence of twelve years and one day of "reclusión temporal" passed upon him by the audiencia of Habana on October 14, 1897, for the crime of homicide.

6. A partial pardon is hereby granted to the convict Atanasio Hernandez, at present in the cárcel of Habana, of the penalty of three years four months and eight days of "prisión correccional" imposed upon him by the audiencia of Habana on February 26, 1900, for the crime of discharging a firearm and inflicting wounds, by commuting the same to that of six months of "prisión correccional."

7. A partial pardon is hereby granted to the convict Manuel Rodriguez y Bermudez, at present in the presidio of Habana, of the penalty of one year eight months and twenty-one days of "presidio correccional" which was imposed upon him by the audiencia of Habana on April 23, 1900, for the crime of theft, by commuting the same for a like period of "prisión correccional."

The secretary of justice will see that due entry is made on the prison records of the aforementioned mitigation of sentences and report execution of same to these headquarters.

III. Penal action pending against the accused Eduardo de la Vega, who is at liberty, is hereby declared to be abolished.

The secretary of justice will at once instruct the officers of public prosecution to discontinue criminal action and proceedings pending against this man for the offenses with which he now stands charged.

IV. Without any appeal therefrom the department of justice will decide all matters of doubts that may arise in the enforcement of this order.

J. B. Hickey,
Assistant Adjutant-General.

No. 490.

Headquarters Department of Cuba,
Habana, December 4, 1900.

The military governor of Cuba directs me to announce the following appointment:

Mrs. Liberia Leon de Suarez to be a member of the board of managers of the training school for girls, for three years, vice Mrs. Angelina Porro de Mora, resigned.

J. B. Hickey,
Assistant Adjutant-General.

No. 491.

Headquarters Department of Cuba,
Habana, December 4, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointments:

Institute of Habana, to be supernumerary professor of the academic branch, Miguel Alfredo Lavastida; Institute of Santiago de Cuba, to be professor of Chair A of the school of surveyors, Benito Lagueruela y Rubio.

J. B. Hickey,
Assistant Adjutant-General.

No. 492.

Headquarters Department of Cuba,
Habana, December 6, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

It is hereby directed that in order to occupy positions in the administration of justice which according to the legislation in force can not be filled by persons under 25 years of age it will be sufficient to have attained the age of majority, in accordance with the Civil Code, in addition to the other qualifications that in each case may be required.

J. B. Hickey,
Assistant Adjutant-General.

No. 493.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 7, 1900.

The military governor of Cuba directs the publication of the following order:

Paragraph II, Civil Order No. 348, c. s., Headquarters Division of Cuba, is hereby amended to read that payment of witness fees will be made individually according to Form 24, department of finance, in lieu of Form 8, as designated in said order.

J. B. HICKEY.
Assistant Adjutant-General.

No. 494.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 7, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

1. The municipality of Roque, belonging to the judicial circuit of Colon, in the province of Matanzas, is hereby abolished. In consequence thereof the whole territory within the administrative jurisdiction of the ayuntamiento of Roque will be subdivided as follows:

(*a*) The wards known as Tameguin, Quintana, Pueblo, and Mostacilla will form hereafter a part of the municipality of Perico.

(*b*) The ward known as Caobillas, bounded as follows: To the north by the same limits it now has, viz, the estates of Juan Sardiñas, Angel Gronlier, Santa Ines, Pastor Gronlier, sugar estates Santa Barbara and Santa Rita, and to the south by cattle ranch La Peira and sugar estate Santa Rita, will be added to the municipality of Agramonte.

(*c*) That part of the above-mentioned ward of Caobillas bounded on the north by the cattle ranch San Rafael and sugar estate Dos Hermanos, and on the west by the present dividing line between the wards of Caobillas and Guamajales, will be added to the municipality of Palmillas.

(*d*) To the municipality of Jaguey Grande will be added the ward known as Guamajales, bounded on the north by the following estates: Bango, I. Alfonso, M. Hernandez, and Tomas Rodriguez, and on the east by the existing dividing line between this ward and that of Caobillas.

II. The abolition of the municipality of Roque shall not interfere in any way with existing rights of property, or with existing public or private easements.

III. The ayuntamientos of Perico, Agramonte, Palmillas, and Jaguey Grande, with the territory now annexed, will form, as provided in Order No. 253 (series 1900) of Headquarters Division of Cuba, a new territorial division, by adding the new wards to the existing municipal districts.

Notwithstanding the provisions of the foregoing paragraph and of Order No. 253 cited, the municipality of Perico will form a new municipal district with the added wards, appointing a third assistant mayor.

IV. It is imperative that the residents of the abolished municipality of Roque shall have due representation in the municipalities to which they are transferred, by appointing to that effect four councilmen to the boards of Perico, two to that of Agramonte, two to Jaguey Grande, and two to that of Palmillas.

These councilmen shall be drawn by lot at a special session of the ayuntamiento of Perico, in the presence of the councilmen from Roque, notifying the result of the drawing to the other ayuntamientos.

V. The respective municipal mayors will appoint the necessary ward mayors in the manner prescribed in Article IV of Order No. 253, current series.

VI. The archives and other belongings which formerly corresponded to the the municipality of Roque will pass to that of Perico, which will furnish the other ayuntamientos in question with such records as pertain to them.

VII. The municipal police, provided by Order No. 220 (series of 1899) for the municipality of Roque, will be distributed by the civil governor of the province in the manner which he may deem proper.

VIII. The ayuntamientos of Perico, Agramonte, Palmillas, and Jaguey Grande shall, respectively, assume all obligations, actions, and rights that pertained to the abolished ayuntamiento of Roque.

IX. The civil governor of the province of Matanzas is charged with the execution of the provisions contained in this order, and he will adopt the necessary measures for its prompt execution, deciding all doubts and inquiries which may arise in connection therewith.

J. B. HICKEY, *Assistant Adjutant-General.*

No. 495.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 8, 1900.

The military governor of Cuba directs me to announce the following appointments:

Province of Habana, city of Habana, to be first assistant mayor, Antonio Torralbas; to be second assistant mayor, Eligio Bonachea; to be third assistant mayor, Candido Hoyos; to be fourth assistant mayor, Enrique Sarrapiñana; to be fifth assistant mayor, Jose Eligio Mosquera.

J. B. HICKEY,
Assistant Adjutant-General.

No. 496.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 8, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The municipality of Julian Diaz, formerly known as Paso Real de San Diego, belonging to the judicial circuit of San Cristobal, province of Pinar del Rio, is hereby abolished; in consequence whereof the whole territory within the administrative jurisdiction of the ayuntamiento of Julian Diaz is subdivided as follows:

(*a*) The wards Herradura and Ceja de la Herradura are transferred to the municipality of Consolacion del Sur, judicial circuit of Pinar del Rio.

(*b*) The wards Paso Real, Pueblo, Palacios, Santa Monica, and Guajiro shall constitute a part of the municipality of Palacios, judicial circuit of San Cristobal.

II. The department of justice will recommend that which may be proper for the issuance of an order requiring that the annexations referred to in clause (*a*) be adapted, in judicial matters, to the proper administrative division.

III. The abolition of the municipality of Julian Diaz shall not interfere in any way with existing rights of property or with existing public or private easements.

IV. The ayuntamientos of Consolacion del Sur and Los Palacios with the territory now annexed will form, in accordance with the provisions of Order No. 253, series of 1900, Headquarters Division of Cuba, a new administrative division by adding the new wards to the existing municipal districts.

V. The ayuntamientos of Consolacion del Sur and Los Palacios shall, respectively, assume all obligations, actions, and rights that pertained to the abolished ayuntamiento of Julian Diaz.

The municipal mayor of Consolacion del Sur shall proceed to appoint, in the manner prescribed in Article IV, Order No. 253, current series, such ward mayors as may be necessary.

The ayuntamiento of Los Palacios will appoint, for the wards to which clause (*b*) of Article I of this order refers, an administrative board, which shall be composed of a president and four members selected from among the residents of said wards.

The duties of the said board, until otherwise determined, shall be limited to complying with the duties imposed upon it by the ayuntamiento, exercising due vigilance that the laws and orders in force be carried out, and finishing under the required terms the work of the new assessment, under the inspection of the ayuntamiento and board of Los Palacios. The president of this board will perform the duties that pertain to ward mayors.

VI. The archives and other property of the former municipality of Julian Diaz shall be transferred to that of Los Palacios, which will deliver to the ayuntamiento of Consolacion del Sur the documents that pertain to it.

VII. The municipal police provided by Order No. 220, series of 1899, for the municipality of Julian Diaz, will be distributed by the civil governor of the province in the manner which he may deem proper.

VIII. The civil governor of the province of Pinar del Rio is charged with the fulfillment of the provisions contained in this order, and he will adopt the necessary measures for its prompt execution, deciding all questions that may be submitted to him in the premises.

J. B. HICKEY,
Assistant Adjutant-General.

No. 497.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agriculture, commerce, and industries, directs the publication of the following order:

I. The requirements of Order No. 216, series of 1900, from these headquarters, referring to American letters patent, are hereby extended to Cuban letters patent as well as to those granted by other nations; in consequence, letters patent forwarded for registration, which may appear as infringing on Spanish patents, shall be entered in full in the register of the department of agriculture, commerce, and industries, if, within the period of six months granted by said Order No. 216, the owners thereof have not exhibited the duplicates of models, plans, and specifications of same for the necessary examination and decision in case of said infringement.

II. The inscriptions in full of Cuban and foreign letters patent shall be made, in every case, as directed for American patents, leaving the right to the owners of Spanish patents to settle their differences before the courts of justice.

J. B. HICKEY,
Assistant Adjutant-General.

No. 498.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 10, 1900.

The military governor of Cuba, upon the recommendation of the board of pardons, directs the publication of the following order:

I. Full pardon of the unexpired term of sentence is hereby granted in the following cases: (1) Oscar Ascencio Geli, who is in the jail of Santiago de Cuba; (2) Francisco Hernandez Garcia, who is in the presidio of Habana, and (3) Fructuoso Suarez Pola, who is in the presidio of Habana. The secretary of justice will institute measures to set the aforementioned prisoners at liberty at once.

II. Partial pardon is hereby granted the following-named prisoners, reducing their sentences as hereinafter stated: (1) Jose Castañeda Hernandez, who is in the presidio of Habana, will be set at liberty December 31, 1901; (2) Basilio Abreu Maqueira, at present in the presidio of Habana, will be set at liberty December 31, 1901, and (3) Enrique Brito Enriquez, at present in the presidio of Habana, will be set at liberty December 31, 1901.

III. Partial pardon is hereby granted to the convict Joaquin Olivero Suarez, who is in the jail of Santiago de Cuba, by commuting the sentence of three years four months and eight days of "prisión correccional," imposed upon him by the audiencia of said city for the crimes of discharging firearms and inflicting slight wounds, to that of one year ten months and twenty-one days.

IV. Jose Abreu Gonzalez is hereby pardoned for the unexpired term of fifteen years of the penalty of being subject to the surveillance of the authorities, which as an accessory sentence was imposed upon him by the audiencia of Habana on December 22, 1883, for the crime of homicide.

V. The secretary of justice will see that due entry is made on the prison records of the aforementioned mitigation of sentences, and report execution of same to these headquarters.

VI. Without any appeal therefrom the department of justice will decide all matters of doubt that may arise in the enforcement of this order.

J. B. HICKEY,
Assistant Adjutant-General.

No. 499.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 10, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointment:

To be professor of chair B of the school of dental surgery, University of Habana, Cirilo A. Yarini.

J. B. HICKEY,
Assistant Adjutant-General.

No. 500.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 10, 1900.

In order to remove all unnecessary burdens from the lawyers of this island the military governor, upon the recommendation of the secretary of justice, publishes the following order, which terminates the official relations existing between the government and the various "colegios de abogados" of Cuba.

I. In future judges and courts shall not require the affixing to powers of attorney of the so-called "bastanteo" and "aceptación" stamps.

II. To exercise the profession of the law before any court of law registration in any lawyers' association shall not be necessary, the other requirements exacted by law being sufficient.

III. All lawyers' associations throughout the island are hereby declared to be without official status.

IV. All rights and attributes vested in the lawyers' associations as official corporations until now shall in future be assumed by the courts of law within their respective jurisdictions, but in accordance with the provisions of this order.

V. All lawyers who desire to practice before the courts must present or forward their professional titles to the supreme court, in order that it may take due note thereof, and notification be given by the latter to all audiencias of the island, and that due publication be made in the Official Gazette of Habana that said supreme court has official knowledge of the said titles, in order that every court of law of the island may admit to the practice of their profession such lawyers as may have complied with the said requirement.

VI. The designation in turn of lawyers for the defense of persons too poor to pay lawyers' fees, or of official matters, shall be made throughout the island in the manner followed until now in places where no lawyers' associations existed.

VII. The regulation of lawyers' fees, to which objections may have been made, shall be arranged by the judge or court having cognizance of the suit wherein the objections have been raised, by giving a hearing to the objecting party and to the person to whom the fees pertain or to the counselors whom the aforesaid parties may designate for the purpose.

VIII. All rulings antagonistic to the provisions of this order are hereby revoked.

IX. The secretary of justice is hereby authorized to decide all questions that may arise in connection with the enforcement of this order.

X. This order shall take effect from the date of its publication in the Official Gazette of Habana.

TRANSITORY PROVISION.

All lawyers who may desire to continue to practice their profession before the courts and tribunals of this island must send their licences to the supreme court in order that they may be recorded gratuitously, which must be done before the 31st of January, 1901. Meanwhile those who have legally practiced before the courts and tribunals may continue to do so, it being understood that they may practice throughout the island without restriction as to jurisdictions.

J. B. HICKEY,
Assistant Adjutant-General.

No. 501.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 11, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order formulating instructions for the proceedings against debtors to the public treasury and to the ayuntamientos, for the items of taxes and imposts and for that of interests on ground rents and other internal revenues in the island of Cuba.

J. B. HICKEY,
Assistant Adjutant-General.

INSTRUCTION.

ART. I. Proceedings against taxpayers and other responsible parties for the collection of pending amounts liquidated in behalf of the public treasury, ayuntamientos, or parties subrogated in their rights, are purely administrative and will be carried on by compulsory procedure, subject to these regulations.

The power of the administration to deal with and to resolve upon all incidents pertaining to compulsory proceedings belongs to the administration, and the ordinary courts can not admit any suit dealing upon them unless it is proven that the gubernative procedure has been completed, or that the administration should have referred the cognizance of the matter to the ordinary jurisdiction of the courts.

ART. II. The debtor has the right to file a claim against the compulsory proceedings, should he consider them unjust, at whatever stage they may be, after depositing the amount of the claim,

Debtors for municipal taxes will file their claims in the manner determined in Order No. 254, or in that provided in any other law or regulation duly enacted:

Those for imposts belonging to the state will file them in the first instance at the office that commences the procedure, and that of complaint or of appeal, as the case may be, at the office of the secretary of finance.

Claims instituted by third parties to prove a prior right to collect their credits over the state, and those to assert dominion, will be established and pursued to their termination, in the manner determined in the law of civil procedure, which shall produce the same effect as that specified in the same law.

ART. III. The territorial tax is a lien upon the real state affected by it which will be subject to the debt regardless of its possessor during the two years marked by Order No. 254 for the caducity to which the legal mortgage, established by the mortgage law, has been extended.

ART. IV. The collection of direct taxes corresponding to municipalities will be effected in the manner and terms determined by orders Nos. 254 and 270 issued by the military government, or the provisions that may substitute them.

The collection of taxes or of incomes to state properties and interests on ground rents will be made in the manner prescribed in the respective regulations and at the time specified in the deeds of acknowledgment or contracts entered into, and in whatever other way these instructions may set forth.

Taxes and ground rents belonging to municipalities will be collected at the time specified in the deeds, in the contracts, and in such other way as is set forth in these instructions.

ART. V. Collectors are forbidden to deliver a later receipt, former ones being unpaid; when this occurs they will be responsible under their bonds as to damages to the treasury or ayuntamientos,

ART. VI. All debtors for direct taxes can pay their arrears, without surcharges, in the terms specified by the provisions in force. If the debt were for another item, the term for the payment without surcharge will be that of one month, which will be reckoned from the date of its becoming due or of the acknowledgment of the obligation pursuant to the regulations, without detriment to the rules established in the special regulation for the administration and collection of the conveyance and inheritance tax.

ART. VII. After the expiration of the term for the voluntary collection the compulsory proceedings will be commenced as follows:

URBAN AND RURAL ESTATES.

At the expiration of the term marked for the payment without surcharge in Order No. 254 for urban estates, and by Order No. 270 for rural estates, the municipal treasury will draw up a list of all taxpayers in arrears for urban estates and another for those in arrears for rural estates.

The mayor will affix a decree to each list declaring that the debtors have incurred a surcharge of 6 per cent. of the quota fixed by paragraph 2 of Article XVIII, Order No. 254, and Article II of Order No. 270, and the list and decrees will be published in the newspapers in which the municipality publishes its announcements and by notices that will be posted in the customary places, with the warning that if the debtors do not pay their arrears within the term of eight days, stating the day of the commencement and termination thereof, they will incur in the first degree of the compulsory proceedings and in the surcharge already expressed within the quarter, whether the quota due be for an urban or a rural estate, the surcharge being reckoned from the date of publication.

In virtue of said lists and at the expiration of the term of eight days for the payment without surcharge, individual proceedings will be instituted to carry out the collection, which will be commenced with a certified copy of the mayor's decree, and proceedings instituted to embargo personal and movable property or incomes, subject to the law of civil procedure in force. The property considered as personal will be that determined by articles 335 and 336 of the civil code in force.

From embargoes are excepted—

1. Cattle used for labor and for hauling products from the lands cultivated by the debtor when they do not exceed two yoke of oxen and two horses.
2. Plows and other instruments and agricultural implements.
3. The books, instruments, and tools needed by the debtor for the personal exercise of his profession, art, or industry.
4. The beds for the debtor or persons of his family who dwell with him.
5. The clothing for daily use of the same persons.
6. The horse, saddle, and machete of those who till the lands.
7. The machinery for the sugar plantations that is used in the manufactory of the products, even when it should not be set up, that for irrigation and the pipes for the distribution of water or other objects.

ART. VIII. At the expiration of the quarter or half year, if it were granted that rural or urban properties should pay with only the surcharge of 6 per cent, according to the provisions of the cited Articles XVIII and II of Orders Nos. 254 and 270, the treasurer will draft another list of the debtors who, notwithstanding the proceedings formerly stated, are yet in arrears, the mayor will declare them to have incurred in the surcharge of 12 per cent. on the original quota expressed by the mentioned articles. During this period the executions against the personal and movable property and incomes can continue, as has been stated in the former article, until the personal or movable property is alienated in public sale.

ART. IX. If, notwithstanding the public sale of personal or movable property, or through the interposition of claims instituted by third parties, or because the debtor has collected the embargoed rent or incomes in advance and his arrears are yet unpaid in full, or more than the fourth part of the amount of the debt for principal, surcharges, and costs are still unpaid, the embargo and sale of the real-estate property will be proceeded with at the expiration of the half year of the second degree of the compulsory proceeding, comformably to the second paragraph of Article XVIII, Order No. 254. If the debt is for taxes on a rural estate, only the part of area considered necessary to cover it will be embargoed, unless it were indivisible on account of the nature of the liens that encumber it, or that it be largely depreciated in value by its subdivision.

ART. X. The proceedings for the expropriation and public sale of the embargoed real estate will be that established in article 128 and subsequent ones of the Mortgage Law, and the concordant ones of the Regulations for its execution, with the exception that the procedure will be commenced with a certificate issued by the municipal treasurer expressing the debt and the statement that the previous degrees for the collection proved fruitless.

The price at which the property will be put up at auction for sale will be that stated in the assessment list, and to that effect the employee having charge of the latter will issue the proper certificate.

If the estate or part of it were not assessed, it will be appraised by experts, unless the taxpayer should be willing to accept the appraisement previously agreed upon with the municipal treasurer.

INDUSTRIAL TAX.

ART. XI. The proceedings for debtors for the industrial tax will be as follows:

1. After the expiration of the first month of the fiscal year, if the quota were integral and annual, or of the quarter, if it were apportionable, the treasurer will form a list of the taxpayers that have not paid their quotas and the mayor will declare that they have incurred in the surcharge of 10 per cent of the quota marked by the second paragraph of Article XIX of Order No. 254.
2. At the expiration of the second month, another list of those yet in arrears will be made, in which the mayor will also decree that they have incurred in another surcharge of 15 per cent, that with the former one will amount to 25 per cent of the quota marked by said article.
3. At the expiration of said second term another list of debtors will be made in like manner upon which the mayor will issue writs of attachment and sale of property, the surcharge of 12 per cent interest on the quota, and the costs of the proceedings in conformity with Article XIX of Order No. 254. The embargo will comprise personal property or real estate of the debtor in sufficient quantity to cover the debt for principal, surcharges, and costs.
4. The embargo and sale of personal property will be adjusted to the provisions of the Law of Civil Procedure in force, and that of real estate to that of the Mortgage Law in the terms specified in the foregoing article.

PATENTS OF ALCOHOLS.

ART. XII. The industrials required to make payment of the special tax of patent on the sale of wines, aguardientes, and liquors, and in general on spirituous and fermented drinks, are obliged to pay the tax within the first month of the fiscal year or when they are enrolled for the exercise of the industries. When delinquent, they will be notified of their duty to do so within a term of fifteen days, at the expiration of which the payment of a double patent will be imposed on them as a penalty, and for the collection the same proceeding of embargo and public sale indicated by part 3d of Article XI will be pursued.

FINES FOR INFRACTIONS OF ORDER NO. 254.

ART. XIII. The amount of the pecuniary penalty referred to in Article XX of the Order No. 254, incurred in by industrials not having the receipt of the last quota duly posted in a visible place of their establishment, shop, or office, or the patent for drinks when they sell them for immediate consumption, will be fixed by the municipal ordinances.

The municipal treasurer will cause it to be collected, and in such case he will institute the same proceedings used for the collection of fines levied for infraction of the municipal ordinances.

GROUND RENTS AND OTHER RIGHTS PERTAINING TO THE STATE AND TO MUNICIPALITIES.

ART. XIV. At the expiration of the term of one month granted to debtors for taxes of a different character than those hereinbefore mentioned, due to the State and to the municipalities, for the payment of their liabilities without surcharge, they will be notified that they have incurred in the surcharge of 5 per cent, ten days being allowed them for payment. If these elapse without their doing so, the compulsory proceedings of the second degree will be instituted, with another surcharge of 10 per cent and the embargo of incomes, personal or movable property, in the manner specified in paragraph 2 of Article VII.

If they do not pay their debt and surcharges within the term of two months, the proceedings will be directed against the personal property or real estate they may possess in the manner expressed in Article IX, for principal, surcharges, and costs.

PROVISIONS COMMON TO ALL PROCEEDINGS.

ART. XV. Provisions declaring debtors to have incurred in compulsory proceedings and the decrees of embargo as to State taxes and revenues, will be decreed by the administrators of revenues and taxes of the fiscal zones, and those for municipal taxes or rights, by the mayors.

ART. XVI. The lists and the decrees of the mayors will always be kept at the disposal of taxpayers that desire to examine them.

All notifications will be made by agents paid by the ayuntamientos, because the surcharges and interests for delays must be entered in their treasuries conformably to provisions of paragraph 2 of Article XVI, Order No. 254.

Notifications will be made as provided in the Law of Civil Procedure. Proceedings by default will be carried out against parties whose domiciles are not known in the same manner as determined by said law; the notice specified by Order No. 254 must previously be left at their property or place of business, and provisions will then be instituted as if the notifications were personally made to [illegible]e parties.

ART. XVII. In all cases in which the intervention of expe[illegible] becomes necessary, one will be appointed by the collecting officer and anoth[illegible] one by the taxpayer. When the latter forego that right, it will be so stated in [illegible]locument signed by him in the executive proceedings. When the appraisals of th[illegible]o experts differ, the mayor will appoint a third one whose appraisal will serve as a basis for the public sale, in the case of municipal rights or taxes; and when state rights are dealt with, the third expert will be appointed by the administrator of revenues and taxes of the fiscal zone.

Fees for appraisals will be adjusted to the tariff approved by the general government the 21st of January, 1880, and only those having a diploma for the performance of the duties of an appraiser can be appointed as such, if there should be any of them in the municipal district. When there are none, the appointment can devolve upon practical and respectable persons.

ART. XVIII. The debtor will in no case be the depositary of the incomes, chattels, personal or movable property attached. When the embargo is made, a responsible depositary will be designated.

Art. XIX. When the embargo attaches incomes, the tenant or lessee will be notified that he must pay them into the collecting office or retain them under the law of deposit, being held responsible for them according to said law.

Art. XX. When in the proceedings against the estates of debtors, it is ascertained that they are already attached by judicial mandates or by any other administrative authority, they will be reembargoed and the authority that should have attached the first embargo will be notified. If the debtor should own any other property the execution will be instituted against it. The authorities that make the first attachment are bound to deliver to the collecting office the amount already due for the taxes of the two last yearly quotas, or for the interest on ground rents and on other state and municipal rights.

When a property is held under judicial administration, its administrator is primarily bound to the payment of the taxes or imposts due upon the same.

Art. XXI. The actuations in compulsory proceedings instituted against taxpayers may be examined at all times by the latter; but when the payment of the amounts due, and to which they refer, should have been effected in a definite manner, action to file claims or protests will be considered extinct.

Art. XXII. Conformably to provisions of Article XXV of Order No. 254, municipal taxes are noncollectable ipso facto two years after the expiration of the fiscal year to which they belong. Responsibility for uncollected quotas belongs in the first term to municipal collectors and secondarily to the ayuntamientos.

The prescription of other credits will be adjusted in so far as ground rents and mortgages are concerned, to what is established in the Civil Code; and in the case of State rights to the regulations that govern them. The prescription in the latter case will be considered to have been interrupted by any effort made for the collection of the indebtedness for principal, its accruings or interests.

Art. XXIII. The different proceedings against the same debtor can be joined into one in the actions for expropriation; but they must have been conducted in due form, and it must be shown in them that the corresponding notifications were made at the time and in the way specified by law.

Art. XXIV. When no bids are offered at the first public sale, the sales will be repeated until the attached property is sold, the terms for each sale being reduced to one-half of the period set for the first one.

Art. XXV. When the value of the real estate to be sold at public sale should not exceed $6,000, it will not be necessary to publish the announcement of the same in the Official Gazette of Habana. Publication of same in the newspapers of the capital town of the judicial circuit and in one published in the town will suffice; attaching the newspaper to documents in the compulsory proceedings will show that publications were made.

Art. XXVI. In no case can members of the ayuntamiento or the officials of the municipality or the State who intervene in the proceeding, personally or through attorneys or intermediate parties, take a part in the sale of personal property or real estate for their account.

All acts in which this precept is infringed will be considered null and void, and parties intervening in the same will be held responsible under the law.

Art. XXVII. Compulsory proceedings pending at the date of the enforcement of this order will be adjusted to the same in the subsequent stages without retrocession in the procedure.

Art. XXVIII. Cancellations and enrollments of urban and rural estates will be adjusted to provisions of Chapter IV of Order No. 335, and those of the industrial tax to the regulation of this tax and other complementary provisions.

WATER FAUCETS.

The service of water faucets will be collected as at present, but the collector will be held responsible for arrears that may result hereafter, and not collected within two years after the amounts were due, the tenants being held as depositaries of the rents attached, as is provided by Article XIX of the present instructions.

No. 502.

Headquarters Department of Cuba,
Habana, December 12, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The municipality of Arcos de Canasi, belonging to the judicial circuit of Matanzas, province of Matanzas, is hereby abolished; in consequence whereof the whole territory within the administrative jurisdiction of the ayuntamiento of Arcos de Canasi, namely, the wards Norte and Sur, is added to the municipality of Matanzas.

II. The above-mentioned change shall not interfere in any way with existing rights of property or existing public or private easements.

III. The ayuntamiento of Matanzas, under a proper resolution, will take charge of such parts of the archives and other property of the ayuntamiento of Arcos de Canasi as it may require, and the balance thereof will remain in the possession of an administrative board, which will be appointed as provided for by Article VI of this order.

IV. The ayuntamiento of Matanzas shall assume all obligations, actions, and rights that pertained to the abolished ayuntamiento of Arcos de Canasi.

V. The municipal police authorized by Order No. 220, series of 1899, these headquarters, for the municipality of Arcos de Canasi will form a part of that of the municipality of Matanzas, taking into account that which is provided in Orders Nos. 401 and 442, current series.

VI. The ayuntamiento of Matanzas shall appoint for the wards referred to in Article I of this order an administrative board, to be composed of a president and four members chosen by lot from among the councilmen and mayor of the former ayuntamiento of Arcos de Canasi.

The powers of this board, until otherwise determined, will be limited to complying with the duties intrusted to it by the ayuntamiento, exercising due vigilance that the laws, orders and ordinances in force be carried out, and to assist in the work of the new assessment, under the direction of the ayuntamiento and board of Matanzas. The president of this board will perform the duties that pertain to ward mayors.

VII. The civil governor of the province of Matanzas is charged with the fulfilment of the provision contained in this order, and he will adopt the necessary measures for its prompt execution, deciding all questions that may be submitted to him in the premises.

J. B. Hickey,
Assistant Adjutant-General.

No. 503.

Headquarters Department of Cuba,
Habana, December 13, 1900.

The military governor of Cuba, upon the recommendation of the secretary of public instruction, directs me to announce the following appointment:

To be professor of chair A of the school of surveyors, institute of Puerto Principe, Manuel P. Cadenas y Castañer.

J. B. Hickey,
Assistant Adjutant-General.

No. 504.

Headquarters Department of Cuba,
Habana, December 13, 1900.

The military governor of Cuba directs the publication of the following instructions concerning duplicate checks for the information and guidance of all concerned.

J. B. Hickey,
Assistant Adjutant-General.

[Office of the treasurer of Cuba, Habana, Cuba.]

[Form 115.]

INSTRUCTIONS CONCERNING DUPLICATE CHECKS.

Whenever an original check is lost, stolen, or destroyed, the disbursing officers and agents of the insular government of Cuba are authorized, after the expiration of two months and within three years from the date of such check, to issue a duplicate check; and designated depositaries of insular funds are directed to pay such checks upon notice and proof of the loss of the original check, under such regulations in regard to their issue and payment, and upon the execution of such bonds with sureties to indemnify the insular government, as the treasurer shall prescribe.

In case the disbursing officer or agent by whom such lost, destroyed, or stolen check was issued is dead or no longer in the service of the government of Cuba, it shall be the duty of the treasurer, under such regulations as may be approved by the military governor, to prepare an account in favor of the owner of such original check for the amount thereof, and forward the same to the military governor for payment.

This order shall not apply to any check exceeding in amount the sum of $2,500, and all disbursing officers and agents of the insular government of Cuba are forbidden to draw, for transmission through the mail, any official check for more than $2,500. In case it becomes necessary to make payments through the mail of sums exceeding $2,500, a sufficient number of checks for $2,500, or less, will be drawn as may be necessary to discharge the claim, and only one such check shall be forwarded in any one inclosure.

EUGENE T. LADD,
Treasurer of Cuba.

TREASURY DEPARTMENT, ISLAND OF CUBA,
Habana, Cuba, December 13, 1900.

In compliance with the requirements of the preceding order, the following regulations are prescribed:

Immediately upon the loss of a check, the owner, to better protect his interests, should, in writing, notify the officer or bank on which it was drawn of the fact of such loss, stating the name of the officer or agent by whom it was drawn, describing the check (giving, if possible, the date, number, and amount), and requesting that payment of same be stopped.

In order to procure the issue of a duplicate check, the party in interest must furnish to the officer or agent who issued the original check a written statement, giving the name and residence of the applicant in full, describing the check and its indorsements, showing his interest therein, detailing the circumstances attending its loss, and what action, if any, he has taken to stop payment thereon.

He must also furnish to the same officer or agent a bond executed on the accompanying form and according to these instructions, which will be furnished by the treasurer to any officer or agent applying therefor.

The statement and the bond, when executed, are to be indorsed by the officer or agent as having been submitted to and accepted by him as being evidence and security upon which he has acted. After the expiration of two months from the date of the original check, the officer or agent will issue a duplicate, which must be an exact transcript of the original, special care being taken that the number and date correspond with those of the original. The statement, bond, and duplicate check he will, without delay, forward to the treasurer of Cuba, who, upon their receipt, will advise the office or bank on which the check was drawn that an application for a duplicate is pending, and the bank or office will immediately inform the treasurer whether a request has been made to stop payment of the original, and whether such original has been presented or paid, and if not paid payment will thereupon be stopped.

If the information obtained is satisfactory to the treasurer, and he approves of the issue of a duplicate and of the accompanying bond, he will certify such approval in writing on the papers as well as on the duplicate check and forward the duplicate check to the payee, filing the other papers in his office.

Any duplicate check issued in pursuance of these instructions bearing such certificate of the treasurer may, if properly indorsed, be paid by the depositary on whom it is drawn, subject to the same rules and regulations as apply to the payment of original checks; but no duplicate shall be paid if the original shall already have been paid.

In case of the loss of a check issued by an insular disbursing officer or agent who is dead or no longer in the service of the insular government, the statement and bond required to be furnished by the owner of said check to an officer or agent in the service of the insular government prior to the issue of a duplicate check should be forwarded to the treasurer of Cuba, who will satisfy himself of the genuineness of the claim and thereupon request the issue of a settlement warrant in favor of the payee, the amount of such warrant being charged to the proper appropriation and to the officer or agent who issued the lost check.

Whenever such an account shall have been stated, the officer or agent charged with the amount of any duplicate check, the treasurer will cause the amount of the original check, if remaining to the credit of the officer or agent in any depository, to be repaid into the treasury and carried to the credit of the officer or agent and to the credit of the proper appropriation.

These regulations shall not apply to any check exceeding in amount the sum of $2,500.

EUGENE T. LADD,
Treasurer of Cuba.

Know all men by these presents, that we, ——— ———, as principal and ——— ———, and ——— ———, as sureties, are held and firmly bound unto the government of Cuba, in the sum of ——— ——— dollars, lawful money of the United States, to be paid to the said government of Cuba, or its agents or assigns; to which payment, well and truly to be made, we bind ourselves, our heirs, executors, and administrators, jointly and severally, firmly by these presents.

Sealed with our seals, and dated this ——— ——— day of ——— ———, in the year of our Lord 190—.

Whereas, check No. ————, drawn by ——— ——— on the ——— ——— on the ——— ——— day of ——— ———, 19——, payable to the order of ——— ———, for the sum of ———— dollars, in payment of ————, has not been paid by the government of Cuba, but has been lost, under the circumstances set forth in the annexed statement, and a duplicate requested to be issued;

And whereas, the regulations of the treasury department of the island of Cuba require the party thus situated to give bond to the government of Cuba, with two sureties to indemnify the said government, before a duplicate will be issued or any payment be made on account thereof; and the treasurer will certify that a duplicate of the aforesaid check should be paid in consideration of the premises and of the execution of this bond:

Now, the condition of this obligation is such that if the above bounden obligators, their heirs, executors, administrators, or any of them, shall and do well and truly pay, or cause to be paid, on demand, unto any person who shall establish a valid adverse claim to the above described original check the full value thereof, with interest until paid, together with all legal costs to which said person may have been subjected in establishing such claim, or shall pay to the government of Cuba, or its agents or assigns, in lawful money, any sum which shall be erroneously paid, or which shall be ascertained to have been erroneously paid, to the order of said original payee in consequence of the application for a duplicate of said original check, together with all legal costs and interest on said sum until paid, without any defalcation or delay, then this obligation to be void; otherwise to remain in full force and virtue.

——— ———, [L. S.]
——— ———, [L. S.]
——— ———, [L. S.]

Witness:

——— ———.
——— ———.
——— ———.
——— ———.

I certify that the sureties named in and who executed the above are ———— well known to me, and are sufficient for the penalty thereof.

——— ———.
——— ———.

GENERAL INSTRUCTIONS.

1. The Christian names must be written in the body of the bond in full, and so signed to the bond.
2. Each signature must be made in the presence of two persons, who must sign their names as witnesses.
3. The penalty of the bond should be in even dollars, and at least double the amount of the lost check, but in no case less than one hundred dollars.
4. Either a notary, collector of internal revenue, collector of customs, president or cashier of a depositary of Cuban funds, under his proper official designation, or a clerk of court of record, under the seal of the court, must certify that the sureties are sufficient to pay the penalty of the bond.
5. The sureties of this bond must be residents of Cuba. In cases where the payee or party in interest is not a resident of Cuba, the bond may be acknowledged by the principal before a United States minister, chargé, consul, vice-consul, or commercial agent. The official seal, where there is one, should in all cases be affixed, and where there is none, this fact should be made known and attested.
6. Corporations as principal. If a corporation is the principal, the blank in the first and second lines of the bond must be filled thus:

"The ——— ——— (giving name of corporation), by ——— ——— (an officer duly authorized by resolution of the board of directors)." The bond must be signed for the corporation by the proper officer thus: "The ——— ——— (giving name of corporation), by ——— ——— (the authorized officer)," and the seal of the corporation must be affixed; a copy of the resolution of the board of directors, showing authority for the officer to execute the bond on behalf of the corporation, certified to be correct by the secretary of the board (who, for this purpose, must be some other officer than the officer authorized to execute the bond) under the seal of the corporation, must be returned with the bond, and must show whether the action was taken at a regular or special meeting of the board; if the latter, that all the directors were notified of the time and place of meeting, and that a quorum was present.

Unincorporated companies, etc., as principal. Where an unincorporated company, society, lodge, or association, is the principal, a copy of the resolution of the proper authorities, under seal, if there be one, authorizing an officer or officers to execute the bond, must be attached thereto. If the company have no seal, the resolutions should be certified as correct by a notary public or other competent officer under his seal.

Miscellaneous. If the party in interest is an individual doing business under a company title, he must make affidavit that he is the sole owner of the business, and execute the bond individually as the sole owner of the company named. Where a copartnership is doing business under a company title, an affidavit of at least two members will be required, naming the member who is authorized to execute the bond. If a firm is the party in interest, the names of the individual members should be inserted as the principals of the bond, thus: "Pedro Pedraza and Benito Barnabee, composing the firm of Pedraza and Barnabee," and the bond should be signed by each of them.

7. The residence and post-office address (giving number and street where the residence is so designated) of the principal and of each surety and witness must be given below.

——— ———
——— ———
——— ———
——— ———

No. 505.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 14, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. From the date of the publication of this order, Chapter III, Title III, of the decree of January 5, 1891, shall read as follows:

CHAPTER III.—*Relating to the oath and taking possession of office of judges and associate justices.*

ART. 109. The municipal judges and their substitutes in towns which are not the seat of government of the district shall take the customary oath and possession of their offices in the place used for sittings of the court and in one single act, before the respective retiring judge, or the one who should be exercising his function. The municipal judges and their substitutes in towns which are the seat of government of the district shall take the customary oath before the respective judge of primera instancia or the one who should be in the exercise of his functions; and shall take possession of the office, after having made oath, at the place used for the sittings of the municipal court, before the respective retiring judge or the one who should be in the exercise of his functions.

ART. 110. The judges of primera instancia é instrucción shall take the customary oath before the administrative chamber (sala de gobierno) of the territorial audiencia, within whose jurisdiction the courts to which they may have been appointed belong; and shall take possession of office at the place designated for their residence where those judges, who until then held respective jurisdiction, were domiciled.

ART. 111. The presidents and associate justices of audiencias shall take the customary oath before the courts to which they may be appointed, in full session and open to the public, with the assistance of the ministerio fiscal and in the presence of all auxiliary and subordinate employees; and they shall take possession of office in the same manner. To the act of administering the oath and installment in office of presidents of audiencias there shall assist also the municipal judges of the capital of the province.

ART. 112. The president and associate justices of the supreme court shall take the customary oath and possession of their offices in one act, before the supreme court in full session, with the assistance of the ministerio fiscal. At the act of administering the oath and installment in office of the president and associate justices of the supreme court, there shall assist also the president, fiscal, and associate justices of the audiencia, and the judges of primera instancia.

ART. 113. Correctional judges shall take the customary oath before the administrative chamber of the audiencia to the jurisdiction of which they may be appointed; and shall take possession of their office before the judge of primera instancia of the district in which they may go to reside, should they be appointed to a newly established court; and before the retiring correctional judge, or the one who might be exercising his functions, if appointed to a court already established.

ART. 114. Judicial and fiscal functionaries shall only take oath upon entering or reentering the profession, or when they may be advanced to positions of higher rank than those which they occupy. Notwithstanding the provisions of the preceding paragraph, the judges of primera instancia appointed to courts of the same class but of higher rank shall not be under obligation to make oath,

ART. 115. The proper record shall be made of every administration of oaths and installment into office, and a certified copy of the same forwarded to the department of justice.

II. All decrees, orders, or laws which in the whole or in part may be antagonistic to the preceding rulings are hereby revoked.

J. B. HICKEY,
Assistant Adjutant-General.

No. 506.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 14, 1900.

The military governor of Cuba directs the publication of the following order:

The prevalence of glanders in the city of Habana requires prompt action looking to its eradication. A board, to consist of the following persons, will convene at the office of the chief sanitary officer in said city, at as early a date as practicable, to examine into and to make recommendations as to the course to be pursued in stamping out the disease.

Detail for the board: Maj. William C. Gorgas, U. S. A., chief sanitary officer; Jose Sigarroa, "Casa de Socorro de la 1.ª Demarcacion;" Honore F. Laine, veterinary surgeon.

J. B. HICKEY,
Assistant Adjutant-General.

No. 507.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Manuel Jaime is hereby appointed associate justice of audiencia, to be attached, for the present, to the audiencia of Habana, with the annual salary pertaining to said office, until such time as in the interest of the public service it may be decided as to the definite position he shall occupy.

J. B. HICKEY,
Assistant Adjutant-General.

No. 508.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 15, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

Inasmuch as Messrs. Emilio Iglesia, Rafael Maydagan, and Francisco Guiral, former associate justices of the audiencia of Habana, have been removed from office by Order No. 364, current series, in consequence of the statement contained in the report of the secretary of justice, dated September 6, 1900, which was published in the Gazette of Habana of the 17th of said month, and in view of their having requested that Order No. 364 of 1900, relating to their removal from office, be reconsidered, therefore the case is submitted to the supreme court in order that they may be thereby judged in accordance.

In consideration of the fact that Mr. Federico Martinez de Quintana, president of the audiencia of Habana, makes a like request in the same document concerning Order No. 363 of 1900, whereby he was removed from office; and

Whereas, Mr. Felipe Sanchez Romero, a judge of first instance and instruction of Habana, who was removed from office by Order No. 365 of 1900, has requested that the matter of his discharge be submitted to the proper court and that the said order be reconsidered at the proper time; and

Although the circumstances in the cases of Messrs. Martinez de Quintana and Sanchez Romero are not the same as those of Messrs. Iglesia, Maydagan, and Guiral, the government in the present instance, due to the special attending circumstances and without establishing a precedent for like cases, has no objection to consent to an investigation being made.

It is therefore ordered:

First. The president and associate justices who are the regular incumbents of the supreme court of the island of Cuba who are not absent on leave, namely, Messrs. Rafael Cruz Perez, Angel Betancourt, Octavio Giberga, Jose Varela Jado, and Jose Antonio Pichardo are hereby commissioned to investigate whether the facts cited in the report of the secretary of justice, dated September 6, 1900, and published in the Gazette on the 17th of the same month, agree with the facts that appear from the records and other proceedings and acts in the matter of "Dejado de Villate," and whether the said facts justify the rulings in the said matter by the associate justices Emilio Iglesia, Rafael Maydagan, and Francisco Guiral, as well as if in their report of the matter to the government they duly related the true facts of the case.

Second. The aforesaid associate justices of the supreme court are hereby specially commissioned to investigate the acts and methods of Mr. Federico Martinez de Quintana as president of the audiencia of Habana.

Third. The same associate justices of the supreme court are hereby specially commissioned to investigate the facts set forth in the report of the secretary of justice of September 6, 1900, and published in the Gazette of Habana on the 17th of said month, as to whether they agree with the facts that appear in the proceedings and actions ordered and carried out by the court of first instance and instruction of the western district, formerly the court of Pilar district of Habana, in the records and other proceedings in the "Dejado de Villate" matter, and whether the said facts justify the action taken by Mr. Felipe Sanchez Romero, examining also the latter's reports to the military governor.

Fourth. The commission may accept the statements in writing from the interested parties whenever it may deem it convenient, granting them for the purpose the proper period of time during which they shall have the right to examine the record of the proceedings.

Fifth. As soon as the commission shall consider the matter closed, it will forward the same to the military governor accompanied by the proper report.

Sixth. Mr. Antonia Mesa y Dominguez, the present clerk of the supreme court, is hereby appointed secretary of the commission appointed by this order, but without the right of expressing his opinion or of voting.

Seventh. The said commission is hereby vested with the necessary authority to enforce the provisions of this order.

J. B. HICKEY,
Assistant Adjutant-General.

No. 509.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 17, 1900.

The military governor of Cuba directs me to announce the following appointment: Dr. Pedro Albarran is hereby appointed as member of the board of managers of the training school for girls, Compostela street, Habana, for one year, vice Manuel Delfin, resigned.

H. L. SCOTT,
Adjutant-General.

No. 510.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 18, 1900.

Upon the recommendation of the secretary of state and government and the secretary of finance, the military governor appoints the following gentlemen: Jose Bacardi, Antonio Garcia Brito, Ramon Armas y Hernandez, and Jose Saez Medina, a committee to examine the civil and financial administration of the city of Habana, in all that pertains to the conduct of these departments.

The committee will report upon all irregularities in the conduct of municipal affairs in these departments, and determine as nearly as possible the responsibility for the same. They will submit with their report recommendations as to the action to be taken by the proper authorities to correct or improve existing conditions. The committee will consult freely with the secretaries of state and government and of finance, and submit a copy of their report to each of them.

The investigations of this committee will commence from the date of the conclusion of the former investigation made under Order No. 12, February 9, 1900, Department of Habana.

H. L. SCOTT,
Adjutant-General.

No. 511.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 18, 1900.

The military governor of Cuba, upon the recommendation of the secretary of agricultural, commerce, and industries, directs the publication of the following order:

I. Paragraph 2, article 36, of the royal decree of the 21st of May, 1884, referring to concession and use of trade-marks in the island of Cuba, is hereby annulled.

II. In place and stead of said paragraph the following is hereby declared to be in force from and after the date of the publication of this order: Manufacturers, merchants, agriculturists, and industrials applying for registration of the same marks having distinguishing minor details, with the object of pointing out the various classes and grades of one product, or for any other motive, shall be furnished with a certificate of registration for each variation of the mark, stating their special use, and charging them the corresponding fees ($12.50 United States currency) for each certificate issued.

H. L. Scott, *Adjutant-General.*

No. 512.

Headquarters Department of Cuba,
Habana, December 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Paragraph 1, article 12, of the royal decree of August 21, 1884, is hereby amended by adding at the end thereof the following:

"Those who buy or sell receptacles stamped in a permanent manner with a trade-mark, which is registered in the name of another person, except to such person or his authorized agent, or who use such receptacles, placing therein for sale the same or similar products as those for which said receptacles are used by the owner of the trade-mark. In such cases the receptacles shall be seized, which the infringer shall forfeit to the owner of the trade-mark."

II. Article 287 of the Penal Code is hereby amended by adding to the end thereof the following:

"The same penalty shall be incurred by those who buy or sell receptacles stamped in a permanent manner with a trade-mark which is registered in the name of another person, or who use such receptacles, placing therein for sale the same or similar products as those for which said receptacles are used by the owner of the trade-mark. In such cases the receptacles shall be seized, which the infringer shall forfeit to the owner of the trade-mark."

III. This order shall take effect January 1, 1901.

H. L. Scott, *Adjutant-General.*

No. 513.

Headquarters Department of Cuba,
Habana, December 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Order No. 228, current series, from these headquarters, is hereby amended by adding thereto the following paragraph:

"III. Those included in Paragraph I of this order can not leave the island without permission of the judge or tribunal having cognizance of the case, which shall not be granted without hearing the fiscal department (ministerio fiscal). Those who attempt to violate this prohibition shall be arrested and shall remain in prison, as is provided for by Paragraph II of this order."

II. This order shall take effect from the date of its publication in the Official Gazette of Habana.

H. L. Scott, *Adjutant-General.*

No. 514.

Headquarters Department of Cuba,
Habana, December 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of finance, directs the publication of the following order:

The period granted by Order No. 174, current series, from these headquarters, for the transfer of the old entries to the new books of the registry of property, is hereby extended until February 28, 1901, inclusive, for compliance with the provisions of article 397 of the mortgage law, and articles 449 to 456, inclusive, of the regulations for its execution.

H. L. Scott, *Adjutant-General.*

No. 515.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 21, 1900.

The military governor of Cuba directs me to announce the following appointments:

In accordance with the provisions of section 2, Order No. 271, current series, from these headquarters, the following gentlemen are hereby appointed as provincial members of the board of charities of the island of Cuba:

Dr. Manuel Delfin, province of Habana, for a period of six years; Dr. Antonio B. Zanetti, province of Matanzas, for a period of five years; Gen. Francisco Carrillo, province of Santa Clara, for a period of four years; Manuel Ramon Silva, province of Puerto Principe, for a period of three years; Leopoldo Ruiz Tamayo, province of Santiago de Cuba, for a period of two years; Adriano Hernandez, province of Pinar del Rio, for a period of one year.

H. L. SCOTT, *Adjutant-General.*

No. 516.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 19, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The municipality of San Diego de Nuñez, belonging to the judicial circuit of Guanajay, province of Pinar del Rio, is hereby abolished; in consequence whereof the whole territory within the administrative jurisdiction of its ayuntamiento, namely, the wards El Carnero, San Gabriel, San Jose, Pueblo, Granadillo, Damas, and San Blas, is hereby joined to the municipality of Bahia Honda, belonging to the same judicial circuit and province.

II. The archives and other belongings of the ayuntamiento of San Diego de Nuñez will pass to that of Bahia Honda, which shall assume all obligations, actions, and rights which heretofore pertained to the former.

III. The abolition of the municipality of San Diego de Nuñez shall not interfere in any way with existing rights of property or with existing public and private easements.

IV. The ayuntamiento of Bahia Honda will form, with the territory now annexed, and as provided in Order No. 253, Headquarters Division of Cuba, series of 1900, a new territorial division, by adding the wards referred to in Article I of this order to the present municipal districts.

Notwithstanding the provisions of the foregoing paragraph and of Order No. 253, the ayuntamiento of Bahia Honda will form a new municipal district and appoint a second lieutenant mayor.

V. The councilmen of the suppressed ayuntamiento of San Diego de Nuñez will become members and form a part of that of Bahia Honda.

VI. The ayuntamiento of Bahia Honda will decide as to the wards to which ward mayors should be assigned, appointing and removing the latter in the manner prescribed in Article IV of Order 253.

VII. The municipal mayor of Bahia Honda shall forward to the civil governor of the province a statement in triplicate stating the city and rural wards comprising each district, the places where there are offices of ward mayors, and the names of the incumbents.

The civil governor shall forward two copies of said statement to the secretary of state and government.

VIII. The municipal police of the municipality of San Diego de Nuñez will hereafter form a part of the force now existing in the municipality of Bahia Honda, under the provisions of Orders No. 401 and 442, current series, from these headquarters.

IX. The civil governor of the province of Pinar del Rio is charged with the fulfillment of the provisions of this order, and he will take such steps as may be necessary for its prompt execution, deciding all inquiries which may arise in the matter.

H. L. SCOTT, *Adjutant-General.*

No. 517.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 20, 1900.

The military governor of Cuba directs the publication of the following order:

The cárcel of Habana is not affected by the provisions of Order No. 459, current series, from these headquarters.

H. L. SCOTT, *Adjutant-General.*

No. 518.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 21, 1900.

The military governor of Cuba, upon the recommendation of the board of pardons, directs the publication of the following order:

I. Full pardon of the unexpired term of sentences is hereby granted in the following cases: (1) Domingo Fernandez Bolaño, (2) Leoncio Rodriguez, and (3) Domingo Fresneda, who are in the presidio of Habana; (4) Francisco Bosque Reyes, who is at large at present. The secretary of justice will institute measures to set the aforementioned prisoners at liberty at once.

II. Partial pardon is hereby granted to the following prisoners, reducing their sentences as hereinafter stated: (1) Jose Maria Abreu Chamizo, who is in the presidio of Habana, will be set at liberty December 31, 1901; (2) Alejandro de la Cruz Galindo, who is in the presidio of Habana, will be set at liberty December 31, 1901; (3) Francisco Fernandez Rubio Garcia, who is in the presidio of Habana, will be set at liberty December 31, 1901. The secretary of justice will see that due entry is made on the prison records of the aforementioned mitigation of sentences, and report execution of same to these headquarters.

III. Without any appeal therefrom the secretary of justice will decide all matters of doubt that may arise in the enforcement of this order.

H. L. SCOTT, *Adjutant-General.*

No. 519.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 21, 1900.

The military governor of Cuba, upon the recommendation of the secretary of state and government, directs the publication of the following order:

I. The acceptance of resignations from the positions of mayor, lieutenant-mayors, councilmen, and tax-collecting municipal treasurers, as well as all cases of incompatibility and incapability and legal excuses, shall be decided by the ayuntamientos in strict accordance with the laws in force.

II. Resignations based on change of residence must be substantiated by a certificate issued by the mayor of the municipality to which the parties interested may have removed, without which requisite they shall not be considered.

III. The final vacancies in the positions of mayors shall be filled by the ayuntamientos, the appointments to be made of persons, whether councilmen or not, possessing the qualifications stipulated in Article VII of this order.

IV. The lieutenant-mayors and councilmen, in respective order, shall, provisionally, substitute mayors in cases of absence, suspension from duty, or until the position is filled in case of a vacancy having occurred through discharge from office.

V. Final vacancies in the positions of lieutenant-mayor shall be filled by advancing all lieutenant-mayors in regular order, and filling the vacancies caused thereby by councilmen who may have received in the municipal elections the greatest number of votes. When two or more councilmen may have received a like number of votes choice will be decided by lot.

VI. The vacancies of lieutenant-mayors that may have to be filled by councilmen, named by virtue of the provisions of Articles VII and VIII of this order, shall be filled by means of a secret vote by the ayuntamientos.

VII. Vacancies in the positions of councilmen, produced by the causes enumerated in Article I, or by discharge from office, or partial suspension, shall be filled by the ayuntamientos from among the residents who, besides having a fixed residence in the municipality, must possess the qualification of being a voter and eligible to office, in the manner provided for by Order No. 164, series of 1900, from Headquarters Division of Cuba. When the vacancy is caused by suspension from office it shall be provisionally filled for the whole time that the suspension lasts.

VIII. Vacancies caused by the suspension from office or by the discharge of an ayuntamiento, or of two-thirds of the members thereof, shall be filled provisionally by the secretary of state and government upon the recommendations of the civil governors, and filled permanently by the military governor, upon the recommendation of the secretary of state and government, in the case of discharge.

IX. Vacancies in the positions of municipal tax-collecting treasurers shall be filled by the ayuntamientos from among the residents who, besides possessing the said qualifications and that of eligibility, must be registered in the electoral census prepared by virtue of provisions contained in Orders Nos. 164, 284, 308, and 316, Headquarters Division of Cuba, series of 1900.

X. The ayuntamientos shall fix the salaries to be paid to tax-collecting treasurers, and the amount of the bonds which the latter shall be required to furnish.

XI. The resolutions to which Articles I, III, VI, VII, IX, and X refer must always be adopted by a vote of at least two-thirds of the councilmen who at the time compose the ayuntamientos. In case of a tie a new vote shall be taken, and if there should be again a tie the question shall then be decided by lot.

XII. Against resolutions adopted by virtue of the provisions of this order, and without detriment to the rights conferred upon mayors by clause 2 of article 167 of the municipal law, all persons who may consider themselves injured thereby and the voters of the municipality may file such appeals as are authorized by ruling of an administrative character.

XIII. The ayuntamientos, in the reglamentary form, and the civil governors, shall report to the secretary of state and government all vacancies that may occur and the provisions made for the filling of same in each case.

XIV. The department of state and government shall decide all questions that may arise as to the meaning and scope of this order.

XV. All laws, decrees, and other rulings which in whole or in part may be antagonistic to the execution of this order are hereby annulled.

H. L. SCOTT, *Adjutant-General.*

No. 520.

HEADQUARTERS DEPARTMENT OF CUBA,
Habana, December 21, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Order No. 438, current series, these headquarters, is hereby amended in the manner expressed in the following articles:

II. The required preparation of abstracts established by the law of civil procedure is hereby suppressed in all cases in which they should be prepared in accordance with said law or any other rulings in force at the present time.

III. The suppression referred to in the preceding article does not deprive litigants of any right or appeal granted to them by the laws in force; and therefore the period specified in article 704 of the law of civil procedure shall continue in force, but solely for the purposes provided for in articles 705 and 706 of the same law.

IV. In all appeals for annulment of decisions, for infraction of the law or of doctrine, or for infringement of form in civil matters or interadministrative ones, after said appeals have been admitted there shall always be handed up to the supreme court, by the sentencing judge or tribunal, the court or governmental records, as the case may be, in connection with which the appeals may have been filed.

V. When the appeals to which the preceding article refers are filed for infraction of the law or of doctrine, the certificate as to points existing in the records, or as to their nonexistence, as the case may be, which is referred to in Article VIII of Order No. 92, series of 1899, Headquarters Division of Cuba, shall not be issued.

The said certificate or certificates, as the case may be, shall only be issued and delivered to the appellant in appeals for infraction of the law or of doctrine in criminal matters, that he may present them on appearing before the supreme court.

VI. In the appeals mentioned in the preceding article the period to elapse prior to appearance shall begin to count in accordance with provisions of Article IX of the said Order No. 92 for those which are filed for defect in form.

VII. In the said appeals, if the identity of the individual presenting himself in person before the supreme court should be duly proven in the judicial or governmental records, as the case may be, that have to be handed up in original form to the supreme court, in accordance with provisions of Article IV of this order, it will not be necessary to present the power to which clause 1 of Article XXVI of the said Order 92 of 1899 refers.

VIII. Article XXIX of said Order No. 92 is hereby declared to be null and void, and Article XLI of the same order is declared inapplicable to appeals for annulment of decisions in civil or interadministrative matters.

IX. All former rulings are also hereby declared to be null and void that may be antagonistic to the provisions of this order.

X. This order shall have due legal effect from the date of its publication in the Gazette of Habana, and shall be applied to suits pending settlement at the present time.

H. L. Scott, *Adjutant-General.*

No. 521.

Headquarters Department of Cuba,
Habana, December 22, 1900.

The military governor of Cuba directs the publication of the following order: A commission composed of Maj. William M. Black, Corps of Engineers, U. S. A., Antonio S. de Bustamante, Maj. William C. Gorgas, surgeon, U. S. A., Segundo Alvarez, Maj. Damaso T. Laine, surgeon, U. S. V., Nicolas de Cardenas, and First Lieut. Theodore C. Lyster, assistant surgeon, U. S. A., recorder, is hereby constituted for the purpose of examining into, reporting upon, and recommending action in such matters as may be submitted to them concerning the sanitary administration of the city of Habana.

H. L. Scott, *Adjutant-General.*

No. 522.

Headquarters Department of Cuba,
Habana, December 23, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

The presidents of the respective audiencias are hereby authorized to specify the bonds which, in accordance with Orders Nos. 112 and 297, current series, Headquarters Division of Cuba, must be filled by the notaries Domingo Perez Manso, Juan Carbonel Vingut, Carlos J. de Aguilera, Emiliano Espinosa, and Jose P. Aguero, provided that the said notaries comply with all the necessary requirements for the classification and approval, as the case may be, before 5 o'clock of the afternoon of the 31st of December, 1900.

H. L. Scott, *Adjutant-General.*

No. 523.

Headquarters Department of Cuba,
Habana, December 31, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. From and after the 1st day of February, 1901, all court recorders, officials, and clerks in the courts of first instance and instruction of this island shall cease in their functions and shall be replaced in their respective positions by court recorders, assistant court recorders, and clerks, who shall be named for the purpose according to the list inserted at the end of this order.

II. The salaries that shall be paid will be those specified in the said list, and will be paid by the general treasury of this island.

III. The court recorders and assistant court recorders shall be appointed by the department of justice, after the examination of presented certificates of comparative qualifications during a period of twenty days. The clerks shall be appointed by the respective judges upon the recommendation of the proper court recorders.

IV. Candidates for the positions of court recorder or assistant court recorder shall present their certified petitions to the proper judges, who will forward them on the day following that on which the period for receiving certificates of competitive examinations closes to the department of justice in a sealed and registered envelope, together with a report as to the physical, moral, and intellectual conditions of each candidate.

V. For the occupancy of said positions there shall be preferred indiscriminately candidates who possess diplomas of lawyers or notaries or who have performed or are still performing the duties of court recorders.

VI. The provisional appointments of court recorders or assistant court recorders shall be made by the department of justice after hearing the opinion of the proper judges, or by the latter, after due authorization from the said department.

VII. The records, both civil as well as criminal, which are to-day in charge of court recorders, shall be distributed among the court recorders that may be appointed in the most equitable form, in accordance with the opinion of the proper judge.

VIII. From and after the 1st day of February, 1901, the administration of justice in all courts of first instance and instruction of this island shall not entail the payment of any fees whatsoever.

IX. From and after the 1st day of February, 1901, the "Juzgado de Guardia" of Habana shall consist of a special personnel exclusively dedicated to the duties thereof, appointed by the department of justice according to the provisions contained in the attached list, who shall receive the salaries specified therein and which will be paid by the general treasury of this island.

X. From and after the 1st day of February, 1901, the four courts of first instance and instruction and that of "Guardia" of Habana shall be installed in one building, which will be furnished by the government; for which installation and maintenance, including salaries of employees, the necessary amount will be allotted in accordance with provision made in attached list.

XI. From and after the 1st day of February, 1901, the judges of first instance and instruction of Habana shall not receive the sums allotted for house rent, and the court recorders, who at the present time have salaries assigned by the government, shall cease enjoyment thereof.

XII. The secretary of justice is hereby authorized to secure a building possessing the necessary conditions, to install therein the four courts of first instance and instruction and that of "Guardia," Habana, and to recommend to the military governor the conditions for the lease of said building, in accordance with the attached list, as well as the estimate of the alterations and repairs that may have to be made thereon, the cost of which shall not exceed $4,000, consulting with the secretary of public works as to the preparation of said estimate.

XIII. This order shall go into effect from the date of its publication in the Official Gazette of Habana, and on the same day the period granted for the presentation of certificates of qualifications, to which Paragraph III refers, shall also commence.

XIV. All legal rulings that may be antagonistic to the provisions contained in this order are hereby declared to be null and void.

XV. The department of justice shall decide all matters of doubt that may arise in the enforcement of this order, and will institute the proper measures for the carrying out thereof.

H. L. Scott, *Adjutant-General.*

LIST AND ANNUAL BUDGET REFERRED TO IN THE PRECEDING ORDER.

Employees of the recording offices of all the courts of first instance and instruction of the island of Cuba.

Courts of the first class (Habana):		
8 court recorders, two for each one of the four courts of first class (north, south, east, and west), at $2,000	$16,000	
16 assistant court recorders, two for each one of the eight recording offices of the courts of the first class (Habana), at $1,500	24,000	
16 clerks, two for each one of the eight recording offices of courts of the first class (Habana), at $600	9,600	
4 assistant court recorders (for government business), one for each of the courts of the first class, at $1,500	6,000	
4 clerks for said four assistant court recorders, at $400	1,600	
		$57,200
Courts of the second class:		
11 court recorders, one for each of the courts of the second class (Pinar del Rio, Guanabacoa, Matanzas, Cardenas, Colon, Cienfuegos, Santa Clara, Sagua, Puerto Principe, Holguin, and Santiago de Cuba), at $1,500	16,500	
22 assistant court recorders, two for each one of the eleven recording offices of the courts of second class, at $1,200	26,400	
22 clerks, two for each of the recording offices of the courts of the second class, at $500	11,000	
		53,900

Courts of the third class:			
17 court recorders, one for each court of the third class (Guane, San Cristobal, Guanajay, Marianao, Bejucal, San Antonio de los Baños, Guines, Jaruco, Alacranes, Trinidad, Sancti Spiritus, Remedios, Moron, Manzanillo, Bayamo, Guantanamo, and Baracoa), at $1,200		$20,400	
17 assistant court recorders, one for each of the recording offices of the seventeen courts of the third class, at $720		12,240	
17 clerks, one for each one of seventeen recording offices of the courts of the third class, at $400		6,800	
			$39,440
Employees of the "Juzgado de Guardia" of Habana:			
1 judge	$2,400		
1 night prosecuting attorney	1,800		
1 secretary	1,200		
1 clerk	600		
1 constable, who will also act as servant	450		
		6,450	
Building for the courts of Habana:			
Rental of building	2,400		
Janitor	600		
Servant	300		
(Cleaning of the rooms pertaining to each court shall be done by the constable thereof.)			
Lighting and other minor expenses	500		
		3,800	
			10,250
Total			160,790

No. 524.

Headquarters Department of Cuba,
Habana, December 31, 1900.

The military governor of Cuba directs me to announce the following appointment:

Nicolas Alberdi is hereby appointed secretary to the civil government of the province of Santa Clara, vice Orestes Ferrara, resigned.

H. L. Scott, *Adjutant-General.*

No. 525.

Headquarters Department of Cuba,
Habana, December 31, 1900.

The military governor of Cuba, upon the recommendation of the secretary of justice, directs the publication of the following order:

I. Florencio Benito Herrera y Dominguez is hereby appointed substitute justice of the audiencia of Pinar del Rio for the year 1901.

II. Manuel Yero Sagol and Luis Fernandez Marcane are hereby appointed substitute justices of the audiencia of Santiago de Cuba for the year 1901.

H. L. Scott, *Adjutant-General.*

No. 526.

Headquarters Department of Cuba,
Habana, December 31, 1900.

The military governor of Cuba directs the publication of the following order:

Alejandro Maria Lopez will assume charge of the office of the superintendent of schools of Cuba during the absence of Mr. Alexis E. Frye.

H. L. Scott, *Adjutant-General.*

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